

DEPARTMENT OF ENERGY**National Environmental Policy Act Guidelines, Revocation****AGENCY:** Department of Energy.**ACTION:** Notice of Revocation.

SUMMARY: The Department of Energy (DOE) revokes its National Environmental Policy Act (NEPA) Guidelines, as amended, as a technical, conforming change to take effect May 26, 1992 when new regulations codifying a modified version of the NEPA Guidelines take effect. The new regulations are published today in the "Rules" section of the **Federal Register**.

DATES: The revocation of the DOE NEPA Guidelines shall be effective May 26, 1992.

FOR FURTHER INFORMATION CONTACT: Carol M. Borgstrom, Director, Office of NEPA Oversight, EH-25, U.S. Department of Energy, 1000

Independence Avenue SW., Washington, DC 20585, (202) 586-4600 or (800) 472-2756.

SUPPLEMENTARY INFORMATION: DOE originally published its NEPA Guidelines on March 28, 1980, at 45 FR 20694. These Guidelines implemented the procedural provisions of the NEPA as required by the Council on Environmental Quality regulations, 40 CFR parts 1500-1508. The NEPA Guidelines were subsequently revised a number of times and were republished in their entirety on December 15, 1987, at 52 FR 47662. The Guidelines were further amended on March 27, 1989, at 54 FR 12474 and on September 7, 1990, at 55 FR 37174.

On November 2, 1990, DOE proposed to codify a modified version of the Guidelines as regulations, 55 FR 46444. A final rule based on that proposal is published today in the "Rules" section of this **Federal Register** to take effect [insert 30 days from publication]. On

November 15, 1990 (55 FR 47792), DOE proposed to revoke the existing Guidelines in order to terminate their prospective legal effect as of the date that the new regulations take effect. Public comments on the proposed rulemaking and the proposed revocation of the Guidelines were invited through December 17, 1990, and a public hearing was held on December 5, 1990. No comments were received on the proposed revocation of the Guidelines.

Issued in Washington, DC, April 16, 1992.

Paul L. Ziemer,

Assistant Secretary, Environment, Safety and Health.

The DOE NEPA Guidelines, as amended, 52 FR 47662 (December 15, 1987), 54 FR 12474 (March 27, 1989), and 55 FR 37174 (September 7, 1990), are hereby revoked, effective May 26, 1992.

[FR Doc. 92-9246 Filed 4-23-92; 8:45 am]

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federal register

Friday
April 24, 1992

Part III

Department of Transportation

Federal Aviation Administration

14 CFR Part 139

Airport Certification; Extension of Certain
Compliance Dates; Final Rule

DEPARTMENT OF TRANSPORTATION**Federal Aviation Administration****14 CFR Part 139**

[Docket No. 24812; Amdt. No. 139-19]

Airport Certification; Extension of Certain Compliance Dates**AGENCY:** Federal Aviation Administration (FAA), DOT.**ACTION:** Final rule; request for comments.

SUMMARY: This rule extends the compliance date by which airports certificated under 14 CFR part 139 must comply with certain sign requirements of the Federal Aviation Regulations (FAR). This extension will provide the time necessary for industry to manufacture and airport operators to install the required signs.

DATES: This final rule is effective April 24, 1992. Comments must be received on or before July 23, 1992.

ADDRESSES: Comments on this final rule should be sent, in triplicate, to the Federal Aviation Administration, Office of the Chief Counsel, Attn: Rules Docket (AGC-010), Docket No. 24812, 800 Independence Avenue, SW., room 915G, Washington, DC 20591. Comments may be inspected in room 915G between 8:30 a.m. and 5 p.m., weekdays, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: Mr. William DeLoach, Safety and Compliance Division (AAS-300), Office of Airport Standards, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC 20591, telephone (202) 267-8723.

SUPPLEMENTARY INFORMATION:**Comments Invited**

This final rule is being issued without prior notice and prior public comment. However, in accordance with the regulatory policies and procedures of the Department of Transportation, an opportunity for public comment on the final rule is provided. Interested persons are invited to submit comments in triplicate to the address listed under the caption "ADDRESSES" above. All comments will be available for examination by interested persons in the rules docket. This amendment may be changed in response to comments received.

Commenters who want the FAA to acknowledge receipt of comments submitted on this final rule must submit a preaddressed, stamped postcard with their comments on which the following statement is made: "Comments to

Docket No. 24812." The postcard will be date-stamped by the FAA and returned to the commenter.

Availability of Final Rule

Any person may obtain a copy of this final rule by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attn: APA-200, 800 Independence Avenue, SW., Washington, DC 20591, or by calling the Office of Public Affairs at (202) 267-3484. Communications must identify the docket number (Docket No. 24812) of this amendment. Persons interested in being placed on a mailing list for future notices should request a copy of Advisory Circular 11-2A, Notice of Proposed Rulemaking Distribution System, which describes the application procedure.

Background

On November 18, 1987, the FAA published a final rule (52 FR 44276) revising and reorganizing 14 CFR part 139 effective January 1, 1988. The revision included requirements, as contained in § 139.311(a) (3), (4), and (5), pertaining to markings and signs. The FAA subsequently discovered through annual airport certification inspections that many airports were not in compliance with the sign requirements. Moreover, it became evident that there were several interpretations of the sign requirements. The preamble of the notice of proposed rulemaking (NPRM) preceding the final rule stated that the "FAA would work with airports whose lighting and marking systems do not comply with current standards to bring them into compliance over a 4- to 5-year period" (50 FR 43097, October 23, 1985). On October 18, 1988, 14 CFR 139.311 was amended (53 FR 40842) to extend the compliance date for part of § 139.311 to January 1, 1991.

After the October 18, 1988 amendment, owners and operators of certificated airports were informed that the FAA was revising the advisory circulars related to airport markings and signs, and that revised advisory circulars would be published within several months. However, during numerous meetings on the revision of the advisory circular (AC) for sign standards, major differences surfaced between the FAA and the aviation industry. Controversies arose regarding the types and design of airfield signs, applications, colors, compatibility internationally, and other matters. As a result of these differences, the revised AC was not issued within the anticipated timeframe.

In 1990, the FAA met with the International Civil Aviation

Organization (ICAO) to develop standardization and consistency of signs. In an effort to develop international uniformity, ICAO brought together a visual aids panel of representatives from the international aviation community to make recommendations for new sign systems. The FAA, as a part of the ICAO working group, decided to delay issuing its revised AC until after the ICAO working group made recommendations for revised standards. This approach was to insure that the revised AC finally adopted by the FAA would minimize the differences with ICAO, and thereby avoid undue expense and inconvenience to airport owners and operators. The ICAO working group did not make its recommendations until May of 1991, long after the January 1, 1991 compliance date set out in § 139.311(f). Prior to the deadline, however, the FAA began issuing exemptions to those airport operators requesting them, and advised airport operators against installing signs solely for the purposes of complying with § 139.311(a)(3), until the FAA issued the revised AC.

A major effort was made to resolve the differences between the FAA and industry and to develop an AC that minimizes differences with those being considered by ICAO. This resulted in the adoption of FAA Advisory Circular 150/5340-18C entitled "Standards for Airport Sign Systems," on July 31, 1991. The AC was coordinated with industry, the airport community, and the international community (ICAO). Because of the lead time required to produce and install the new sign systems, the FAA estimates that it will take approximately two years for certificated airports to complete the task.

At many airports, taxiway systems will have to be renamed. This will require development of sign system plans and will necessitate advertising for bids, awarding contracts, and then installing the new signs. Furthermore, the length of construction seasons varies from region to region, this adds to the total process time.

Airport operators had been encouraged to wait for publication of the AC before attempting to comply with the requirements of § 139.311(a)(3). This was to preclude installation of signs identifying taxiing routes on the movement area where significant changes were being considered.

Most certificated airport operators have completed installation of runway hold position markings and signs, as well as Instrument Landing System critical area markings and signs which

were required by § 139.311(a)(4) and (a)(5). Installation of the hold position signs was designated a very high priority to help reduce incursions at certificated airports.

An extension of the compliance date will provide the time necessary for airports to obtain and install sign systems required by § 139.311(a)(3) that are consistent with the revised AC. The time extension for compliance with the sign installation will enhance nationwide uniformity of airport signs on an expedited basis. The extension will obviate the need for numerous individual exemptions and additional amendments to extend current exemptions.

Regulatory Evaluation Summary

This summary prepared by the FAA provides estimates of the economic consequences of this rule. This summary quantifies, to the extent practicable, estimated costs and benefits of the rule to the private sector, consumers, and Federal, State, and local governments.

Executive Order 12291, dated February 17, 1981, directs Federal agencies to promulgate new regulations or modify existing regulations only if potential benefits to society for each regulatory change outweigh potential costs. The order also requires the preparation of a regulatory impact analysis of all "major" rules except those responding to emergency situations or other narrowly defined exigencies. A "major" rule is one that is likely to result in an annual effect on the economy of \$100 million or more, a major increase in consumer costs, or a significant adverse effect on competition.

The FAA has determined that this rule is not "major" as defined in the executive order. Therefore, a full regulatory impact analysis, which includes the identification and evaluation of cost-reducing alternatives, has not been prepared. Instead, the agency has prepared a summary that presents an analysis of this rule without identifying alternatives. In addition to this summary, the preamble to the rule also contains a regulatory flexibility determination required by the 1980 Regulatory Flexibility Act (Pub. L. 96-354), and an international trade impact assessment.

On November 18, 1987, the FAA published a final rule (52 FR 44276) revising and reorganizing 14 CFR part 139, effective January 1, 1988. Airport compliance with this amendment is complete except for the requirement of 14 CFR 139.311(a)(3). On October 18, 1988, 14 CFR 139.311 was amended (53 FR 40842) to extend the compliance date

for § 139.311 to January 1, 1991. This rule extends the compliance date for § 139.311(a)(3) to January 1, 1993. This will relieve the airport operators from the burden of having to apply for exemptions to this rule, and the FAA from processing the exemptions.

The FAA has granted exemptions from § 139.311(a)(3) pending action to amend the rule. Any reduction in safety benefits of extending the compliance date is negligible, because the exemptions relate to less critical guidance signs required by § 139.311(a)(3). Other safety related signs have already been installed at the certificated airports.

The FAA estimates the cost savings from this amendment would be about \$355,000. These cost savings represent the sum of the total industry costs of applying for exemptions and the total FAA costs of processing those exemptions. Applying for an exemption costs each airport operator approximately \$64 (based on an industry wage rate of approximately \$32 per hour, including benefits, for an airport operator for two hours). Processing the exemption costs the FAA about \$528. This cost is based on the estimated wage rate including benefits of a GS-13, Step 5 employee (\$33) for two days time. The FAA expects there will be approximately 600 applications for exemptions from § 139.311(a)(3) between now and January 1, 1994 if the compliance date is not extended. It is the FAA's position that this proposal will result in a savings by avoiding the need to process exemptions from the sign standards under § 139.311(a)(3). A regulatory evaluation was not prepared for placement into the docket.

International Trade Impact Analysis

This rule will affect airport operators, primarily. The rule will have no impact on trade for U.S. firms doing business overseas or for foreign firms doing business in the United States. There are no expected additional annual costs associated with this rule and, therefore, it should not create an economic disadvantage to either domestic or foreign air carriers operating in the United States.

Regulatory Flexibility Act Determination

The Regulatory Flexibility Act of 1980 (RFA) was enacted by Congress to ensure that small entities are not unnecessarily burdened by government regulations. The RFA requires a Regulatory Flexibility Analysis if a rule has a significant economic impact, either detrimental or beneficial, on a substantial number of small entities. The FAA's criterion for a "substantial

number" is a number that is not less than 11 and that is more than one third of the small entities subject to the rule. The size threshold annualized cost level in December 1983 dollars is \$5,400 for airports. Using the GNP Price Deflator and adjusting to 1990 values, this value is \$6,900 for airports.

This rule will affect airport operators. Because the benefits are minimal (\$64) for each small airport and below the \$6,900 threshold criterion for significant economic impact, the FAA finds this rule will not have a significant impact on a substantial number of small entities.

Reason for Immediate Adoption

This rule is being adopted immediately and without prior public notice and comment. This rule requires immediate adoption to extend an unnecessary and undesirable regulatory compliance date, which has been an unintended burden on airport owners and operators since January 1, 1991. By immediately adopting this amendment, the FAA alleviates the burden and cost of having to process and issue hundreds of exemptions over the next two years. This action also relieves airport owners and operators from having to request exemptions, and provides a reasonable date by which the sign requirements must be met. As explained earlier, the FAA had expected to develop a revised AC on airport sign systems long before January 1, 1991, and, in fact, discouraged airport owners and operators from replacing signs solely to comply with § 139.311(a)(3) until issuance of the revised AC. Notice and comment would not serve any meaningful purpose since the compliance deadline has long passed. Thus, comments for or against extending the compliance date would have had little significant impact or meaning. For all of these reasons, prior public notice and comment are impracticable, unnecessary and contrary to the public interest.

As stated above, an extension of the compliance date is necessary to adequately provide time for industry to manufacture and applicable airports to install sign systems consistent with the revised AC. Although this action is in the form of a final rule, interested persons are invited to comment by submitting such written data, views, or arguments as they may desire. Comments are specifically invited on the overall regulatory, economic and environmental aspects of the rule that might suggest a need to modify the rule. Factual information that supports the commenter's ideas and suggestions is especially helpful in determining

whether modification of the rule is necessary. Comments received on or before the closing date for comments will be considered and this rule may be amended based on the comments received. Comments should be submitted pursuant to the procedure outlined in the "Comments Invited" section above.

Subsequent to receipt and review of all comments, a disposition of comments will be published in the **Federal Register**. This rule may be changed to either shorten or lengthen the compliance extension in response to comments received.

Federalism Implications

The amendment adopted herein does not have substantial direct effects on the States, on the relationship between the national government and the States, or on the distribution of power and responsibilities among the various levels of government. Therefore, in accordance with Executive Order 12612, it is determined that this amendment does not have sufficient federalism implications to warrant preparation of a Federalism Assessment.

Paperwork Reduction Act

In accordance with the Paperwork Reduction Act of 1980 (44 U.S.C. 3501 *et seq.*), there are no requirements for information collection associated with this rule.

Conclusion

For the reasons discussed in the preamble, the FAA has determined that this final rule is not major under Executive Order 12291; nor is it significant under the Department of Transportation Regulatory Policies and Procedures (44 FR 11034, February 26, 1979). It is certified that under the criteria of the Regulatory Flexibility Act this amendment will not have a significant economic impact, positive or negative, on a substantial number of small entities. Because of the negligible costs resulting from this rule, the FAA has determined that the expected impact of these regulations is so minimal that they do not warrant a full regulatory evaluation.

List of Subjects in 14 CFR Part 139

Air carriers, Airports, Aviation safety, Reporting and recordkeeping requirements.

The Amendment

In consideration of the foregoing, the Federal Aviation Administration amends part 139 of the Federal Aviation Regulations (14 CFR part 139) as follows:

1. The authority citation for part 139 continues to read as follows:

Authority: 49 U.S.C. App. 1354(a) and 1432; 49 U.S.C. 106(g) (Revised, Public Law 97-449, January 12, 1983).

2. Part 139 is amended by revising § 139.311(f) to read as follows:

§ 139.311 Marking and lighting.

* * * * *

(f) Notwithstanding paragraph (a) of this section, a certificate holder is not required to provide the identified signs in paragraph (a)(3) of this section until January 1, 1994. Each certificate holder shall maintain each marking system that meets paragraph (a)(3) of this section. Issued in Washington, DC, on April 16, 1992.

Barry Lambert Harris,

Acting Administrator.

[FR Doc. 92-9322 Filed 4-23-92; 8:45 am]

BILLING CODE 4910-13-M

Fast Facts

Friday
April 24, 1992

Part IV

Department of Health and Human Services

Office of Community Services

**Request for Applications Under the
Office of Community Services' Fiscal
Year 1992 Discretionary Grants Program;
Notice**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Community Services

[Program Announcement No. OCS-92-01]

Request for Applications Under the Office of Community Services' Fiscal Year 1992 Discretionary Grants Program

AGENCY: Administration for Children and Families (ACF), DHHS.

ACTION: Announcement of availability of funds and request for applications under the Office of Community Services' Discretionary Grants Program.

SUMMARY: The Administration for Children and Families, Office of Community Services [OCS] announces that competing applications will be accepted for new grants pursuant to the Secretary's discretionary authority under section 681(a)(2) of the Community Services Block Grant Act of 1981, as amended. This Program Announcement consists of seven parts:

Part A covers information on legislative authorities and defines terms used in the Program Announcement;

Part B lists the three program priority areas under which grants will be made, describes the types of projects that will be considered for funding under each priority area, and defines who is eligible to apply;

Part C provides details on application prerequisites, funds available in each priority area, limitations on grant amounts, project periods, who should benefit from the programs, and other application requirements;

Part D describes the application procedures, including the availability of forms, where and how to submit an application, the criteria used in screening and evaluating applications, and compliance with Federal requirements regarding the drug-free workplace and debarment requirements in submitting the application;

Part E describes the contents of the application package and receipt process;

Part F provides instructions for completing the SF-424 following standard Federal guidelines as well as OCS specific requirements, and describes how the project narrative should be ordered and presented; and

Part G details post-award information and reporting requirements.

CLOSING DATE: The closing date for submission of applications is June 23, 1992.

FOR FURTHER INFORMATION CONTACT: Office of Community Services, Eleria M. Hunter, Director, Division of Community

Discretionary Programs, Administration for Children and Families, 370 L'Enfant Promenade SW., Washington, DC 20447. Telephone (202) 401-9340.

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Part A—Preamble

1. Legislative Authority

Section 681(a)(2) of the Community Services Block Grant Act as amended authorizes the Secretary to make funds available to support program activities of national or regional significance to alleviate the causes of poverty in distressed communities.

2. Departmental Goals

The Secretary has established seven strategic goals guiding the Department of Health and Human Services' policies and programs over the next several years. One of those goals is particularly relevant to OCS' Discretionary Grant Program, i.e., strengthening the American family. The Secretary's Program Directions on how programs should be managed in order to achieve this goal include improving access of youth living in low-income families to needed support services, including

employment training and other transition to work services, and improving the integration, coordination and continuity of the various HHS funded services potentially available to families currently living in poverty.

3. Definition of Terms

For purposes of this Program Announcement the following definitions apply:

- Affiliate: A private non-profit entity which has legal and/or financial ties to a community development corporation, and which also meets the statutory requirement that it be governed by a board consisting of residents of the community and business and civil leaders.
- Community development corporation: A private, locally initiated, nonprofit entity, governed by a board consisting of residents of the community and business and civil leaders, which has a record of implementing economic development projects or whose Articles of Incorporation and/or By-Laws indicate that it has a focus in the area of economic development.
- Displaced worker: An individual who is in the labor market but has been unemployed for six months or longer.
- Distressed community: A geographic urban neighborhood or rural community of high unemployment and pervasive poverty.
- Eligible applicant: (See appropriate Priority Area under Part B.)
- Indian tribe: A tribe, band, or other organized group of Indians recognized in the State in which it resides or which is considered by the Secretary of the Interior to be an Indian tribe or an Indian organization for any purpose. For the purpose of Priority Area 1.0 (Urban and Rural Community Economic Development) an Indian tribe or Indian organization is ineligible unless the applicant organization is a private non-profit community economic development corporation.
- Migrant farmworker: An individual who works in agricultural employment of a seasonal or other temporary nature who is required to be absent from his/her place of permanent residence in order to secure such employment.
- Rural: An area that is not within the outer boundary of a metropolitan entity having a population of 25,000 or more and contiguous communities with a population density of 100 persons or more per square mile according to the latest decennial census. Such an area may be located

entirely within one State or made up of contiguous interstate communities.

- Seasonal farmworker: Any individual employed in agricultural work of a seasonal or other temporary nature who is able to remain at his/her place of permanent residence while employed.
- Budget period: The interval of time into which a grant period of assistance is divided for budgetary and funding purposes.
- Project period: The total time for which a project is approved for support, including any approved extensions.
- Employment Education and Training Program: A program that provides education and/or training to welfare recipients, at-risk youth, public housing tenants, displaced workers, homeless and low-income individuals that has demonstrated organizational experience in education and training for these populations (JOBS, JTPA, etc).

Part B—Program Priority Areas

The program priority areas of the Office of Community Services' Discretionary Grants Program and their purposes are as follows:

Priority Area

- 1.0 Urban and Rural Community Economic Development.
- 1.1 Urban and Rural Community Economic Development (Operational).
- 1.2 Urban and Rural Community Economic Development (HBCU Set-Aside).
- 1.3 Urban and Rural Community Economic Development (Developmental Set-Aside).
- 1.4 Urban and Rural Community Economic Development (Pre-development Set-Aside).
- 1.5 Urban and Rural Community Economic Development (YOU Program Set-Aside).

Priority Area

- 2.0 The Planning and Development of Rural Housing (including rental housing for low-income individuals) and community facilities.
- 2.1 Rural Housing (including rental housing for low-income individuals).
- 2.2 Rural Community Facilities Development (Water and Waste Water Treatment Systems Development).

Priority Area

- 3.0 Assistance for Migrants and Seasonal Farmworkers.
- 3.1 Assistance for Migrants and Seasonal Farmworkers (HBCU Set-Aside).

Priority Area 1.0 Urban and Rural Community Economic Development

The purpose of this priority area is to encourage the creation of projects intended to provide employment and business development opportunities for low-income people through business, physical or commercial development, and generally to improve the quality of the economic and social environment of low-income residents, including displaced workers, at-risk teenagers, individuals residing in public housing, and individuals who are homeless. It is intended to provide resources to eligible applicants but also has the broader objectives of arresting tendencies toward dependency, chronic unemployment, and community deterioration in urban and rural areas.

To this end, the program also seeks to attract additional private capital into distressed communities, including enterprise zones, and to build and/or expand the ability of local institutions to better serve the economic needs of local residents.

Applications under this Priority Area should include an Executive Summary of the proposal not to exceed five pages. This summary must address the program principles within this announcement and document that the proposed project will have national or regional significance.

Priority Area 1.1 Urban and Rural Community Economic Development (Operational)

Funds will be provided to a limited number of private non-profit community development corporations (or private non-profit affiliates of such corporations) for business development activities at the local level. Funding will be provided for specific projects and will require the submission of business plans or developmental proposals that meet the test of economic feasibility.

Projects must further the Departmental goals of strengthening American families and promoting their self-sufficiency. OCS is particularly interested in receiving applications that stress public-private partnerships that are directed toward the development of economic self-sufficiency through a focus on economic expansion.

Applicants located in State-designated enterprise zones, i.e., an area in which a legislative entity has enacted a program of tax and regulatory relief to encourage business development, are urged to submit applications. Such projects must be linked with and complement enterprise zone initiatives, and may request funds for a business development project or a project that demonstrates innovative ways to

involve the poverty community in the implementation of the enterprise zone concept.

Applications must show that the proposed project:

- (1) Creates full-time permanent jobs. Seventy-five percent (75%) of those jobs created must be filled by low-income residents of the community and must also provide for career development opportunities. Project emphasis should be on employment of individuals who are unemployed or on public assistance, with particular emphasis on at-risk teenagers, individuals residing in public housing, and individuals who are homeless. While projected employment in future years may be included in the application, it is essential that the focus of employment projects concentrate on those jobs created during the duration of the OCS project period; and/or
- (2) Creates a significant number of business development opportunities for low-income residents of the community or significantly aids such residents in maintaining economically viable businesses; and

- (3) Provides for establishing the self-sufficiency of program participants.

In the evaluation process, favorable consideration will be given to applicants under this priority area who show the lowest cost-per-job created. Unless there are extenuating circumstances, OCS will not fund projects where the cost-per-job in OCS funds exceeds \$15,000.

In addition, favorable consideration in the evaluation process will be given to applicants who demonstrate their intention to coordinate services with the local JOBS office and/or other employment education and training office that serves the proposed area. The JOBS or other employment education and training office should serve welfare recipients, at-risk youth, public housing tenants, displaced workers, homeless and low-income individuals (as defined by DHHS poverty guidelines).

Applicants should submit a written agreement from JOBS or other local employment education and training office that indicates what actions will be taken to integrate/coordinate services that relate directly to the project for which funds are being requested. The agreement should include the goals and objectives (including target groups) that the applicant and the employment education and training office expect to achieve through their collaboration. It should describe the cooperative relationship, including specific activities and/or actions each of these entities proposes to carry out in support of the project and the mechanism(s) to be used

in coordinating those activities if the project is funded by OCS. Documentation that illustrates the organizational experience of the employment education and training program should also be included.

Any applicant which proposes to use the requested OCS funds to make an equity investment such as the purchase of stock, or a loan to a business concern, including a wholly-owned subsidiary, or to make a sub-grant with a portion of the OCS funds, must include in its application a written agreement with the third party that commits the latter to the following:

1. A minimum of 75% of the jobs to be created under the grant will be for low-income individuals.

2. The grantee will have authority to screen applicants for jobs to be filled by low-income individuals and to verify their eligibility.

3. The grantee will have a seat on the Board of Directors of the third party's firm if the grantee's investment equals 25% or more of the firm's assets. (Not applicable to loans made to third parties.)

4. Reports will be made on a quarterly basis to the grantee on the use of grant funds.

5. A procedure will be developed to assure that there are no duplicative counts of jobs created.

6. Detailed information will be provided on how the grant funds will be used by the third party by submitting a Source and Use of Funds Statement. In addition, the agreement will provide details on how the community development corporation will provide support and technical assistance to the third-party firm in areas of recruitment and retention of low-income individuals.

Any funds that are proposed to be used for training purposes must be limited to providing specific job-related training to those poverty level individuals who have been selected for employment in the grant supported project or who have been selected for training or participation in a project where potential new jobs have already been identified.

OCS encourages applications that create linkages with community organizations administering the JOBS program which will train and place residents dependent on public assistance into jobs created by the project funded under this priority area.

Projects which would result in the relocation of a business from one geographic area to another with the possible displacement of employees are discouraged.

OCS will not consider applications that propose to establish or expand

revolving loan funds, nor proposals that are geared towards the establishment of Small Business Investment Corporations or Minority Enterprise Small Business Investment Corporations.

OCS does not anticipate approving the funding of applications which propose to sub-grant all or most of the grant activities to an unrelated entity, with the exception of applications eligible for the special set-aside fund described below.

Applicants must be aware that projects funded under this priority area must be operational by the end of the project period, i.e., businesses must be in place, and low-income individuals actually employed in those businesses.

Eligible applicants are private, locally initiated, non-profit community development corporations (or private non-profit affiliates of such corporations) governed by a board consisting of residents of the community and business and civic leaders which sponsor enterprises providing employment and business development opportunities for low-income residents of the community designed to increase business and employment opportunities in the community.

See Part F, 6, for special instructions on developing a work program for this priority area.

Priority Area 1.2 Urban and Rural Community Economic Development (HBCU Set-Aside)

For Fiscal Year 1992, a set-aside fund of \$2.5 million will be included under this priority area for eligible applicants that submit projects that will be carried out in conjunction with Historically Black Colleges and Universities through contract or sub-grant. Such projects must conform to the purposes, requirements and prohibitions applicable to those submitted under Priority Area 1.1.

These projects should reflect a significant partnership role for the college or university and the applicant in doing so will be considered to have fulfilled the goals of the Public-Private Partnerships evaluation criterion and will be granted the maximum number of points in that category. Applications for these set-aside funds which are not funded due to the limited amount of funds available will also be considered competitively within the larger pool of eligible applicants under Priority Area 1.1.

See Part F, 6, for special instructions on developing a work program for this priority area.

Priority Area 1.3 Urban and Rural Community Economic Development (Developmental Set-Aside)

OCS intends in this priority area to provide funds to organizations who received grants from OCS in FY 91 under the Pre-Developmental grant program. These organizations will compete only among themselves for \$2.5 million. Such projects must conform to the purposes, requirements, and prohibitions applicable to those submitted under Priority Area 1.1.

Priority Area 1.4 Urban and Rural Community Economic Development (Pre-developmental)

OCS intends in this priority area to provide funds to recently-established private, non-profit community development corporations (or affiliates of such corporations) which propose to undertake economic development activities in distressed communities.

OCS recognizes that there are a number of newly-organized non-profit community development corporations who have identified needs in their communities but who have not had the staff or other resources to develop projects to address those needs. This lack of resources also might be affecting their ability to compete for funds, such as those provided under OCS's Urban and Rural Community Development Program (Operational Grants) since their limited resources would preclude them from developing a comprehensive business plan and/or mobilizing resources. OCS has an interest in providing support to these new entities in order to enable them to become more firmly established in their communities, thereby bringing technical expertise and new resources to these previously unserved or underserved communities. Therefore, OCS is setting aside \$750,000 in Fiscal Year 1992 for grants to private non-profit community development corporations which have been in existence for no more than three years and have never received OCS funding. From this sum, grants of up to \$50,000 each will be made to eligible applicants.

These grants will be made for a period of six months and will not require matching funds.

The grants will be pre-developmental grants under which CDCs or their affiliates may incur costs to: (1) Evaluate the feasibility of potential projects which address identified needs in the low-income community and which conform to those projects and activities allowable under Priority Areas 1.1 and 1.2; (2) develop a Business Plan related to one of those projects; and (3) mobilize

resources to be contributed to projects, including the utilization of Historically Black Colleges and Universities. Based on the availability of funds in Fiscal Year 1993, grantees would be able to compete for any OCS funds and OCS would consider establishing a set-aside. Grants might be for a maximum of \$200,000 and competition for those funds restricted to those organizations receiving Fiscal Year 1992 pre-developmental grants. The Business Plan developed as part of the pre-developmental grants would be submitted as part of the competitive application.

Each application for Fiscal Year 1992 funding under this Priority Area must include the following as part of the project narrative in part IV of the SF-424.

1. Description of the impact area, i.e., a description of the low-income area it proposes to address;
2. Analysis of need in the distressed community;
3. Project objectives and measurable impact, i.e., a discussion of the types of projects that might be implemented to address the identified needs and how the proposed projects relate to the applicant's organizational goals and previous experience (if any); and
4. Implementation factors, quarterly work plans with specific task timeliness.

Priority Area 1.5 Urban and Rural Community Economic Development (YOU Program Set-Aside)

For Fiscal Year 1992, \$1 million will be set aside to specifically address the Secretary's Program Direction related to improving the integration, coordination and continuity of HHS funded services potentially available to families currently living in poverty. In this instance, OCS is interested in the integration and coordination of services funded under this priority area with those funded by the Department of Labor under its Youth Opportunities Unlimited Program (YOU).

The YOU Program is a demonstration program aimed at high poverty urban neighborhoods and rural counties. The demonstration concentrates a large amount of resources into a relatively small geographic area (neighborhoods of 25,000 or less) with the goal of fundamentally changing the entire set of opportunities facing youth growing up in the area.

This set-aside will be available to applicants eligible for funding under OCS' Urban and Rural Community Economic Development Program who submit applications for projects which will be implemented within the target areas of the YOU demonstration. These

target areas are prescribed communities within the cities of Atlanta, Baltimore, Columbus, Los Angeles, Philadelphia, and San Diego and two rural counties within the State of Mississippi. The exact boundaries of these areas are available from the respective YOU coordinators listed in Attachment K to this Program Announcement.

OCS is particularly interested in funding projects under this set-aside that both provide jobs with wages sufficient to support a family and that enhance the long-term economic and social environment of the target area.

Projects funded under this set-aside must conform to the purposes, requirements, and prohibitions applicable to those submitted under Priority Area 1.1. In addition, there must be a formal, cooperative relationship established between the applicant and the agency which received funding under DOL's YOU Program. The application must include a written agreement between the applicant and the YOU Program grantee which contains specific language confirming that the project will be carried out in the target area. The agreement must include the goals and objectives that the applicant and the YOU Program grantee expect to achieve through their collaboration. It also must describe the cooperative relationship, including specific activities and/or actions each of these entities proposes to carry out in support of the project and the mechanism(s) to be used in coordinating those activities if the project is funded by OCS. The extent to which services will be integrated and coordinated and the significance of those services will receive consideration in the review process.

Any applicant which proposes to use the requested OCS funds to make an equity investment such as the purchase of stock, or a loan to a business concern, including a wholly-owned subsidiary, or to make a sub-grant with a portion of the OCS funds, must comply with requirements outlined under Priority Area 1.1.

OCS will make up to two grants under this set-aside with a maximum of \$500,000 to be granted for each project. Only one grant will be made to address problems in a particular target area.

Applications for these set-aside funds which are not funded due to the limited amount of funds available also will be considered competitively within the larger pool of eligible applications under priority area 1.1.

Priority Area 2.0 The Planning and Development of Rural Housing (including rental housing for low-income individuals) and Community Facilities

Priority Area 2.1 Rural Housing (including rental housing for low-income individuals)

The purpose of this priority area is to assist low-income residents in rural communities by providing grants to eligible applicants to: (a) Provide technical assistance to help low-income families and individuals more effectively utilize existing local, State and Federal housing assistance programs; and (b) develop innovative ways to meet the housing needs of low-income people, e.g., the rehabilitation or repair of existing substandard housing units for occupancy by low-income residents, the conversion of non-residential buildings to low-income residential use, and the purchase of homes by low-income people.

OCS encourages applications that will assist low-income homeowners to improve their housing through self-help rehabilitation. These applications should not include projects which can be funded through other existing Federal programs.

OCS also encourages the submission of proposals whose aim is to assist homeless families and those at risk of homelessness. Innovative ways to address housing needs of homeless families is of particular interest to OCS.

Projects should produce the following types of tangible improvements and benefits related to housing conditions for rural poor people: interior or exterior structural repairs including weatherization and alternative energy systems; jobs created for local unskilled residents while assuring quality work; technical assistance and professional services related to housing and community planning by community-based design and planning organizations. (Such projects should be conducted with maximum use of voluntary services of professional and community personnel, and development of innovative housing strategies to help low-income rural residents acquire housing.)

Applications calling for new construction or "gut" rehabilitation will only be considered if the application documents that there is insufficient existing housing stock that can be economically rehabilitated.

Funds will not be available for the repair or rehabilitation of low-income rental housing unless the structure is either occupied by a low-income owner or the properties to be repaired are (a)

owned by a private non-profit organization and (b) covered by a written agreement which will ensure continued occupancy by low-income people for at least three years after completion of repairs and rehabilitation.

Funds will not be available under this program priority area for projects that establish or expand a revolving loan fund.

Eligible applicants are States, public agencies or private non-profit organizations, including Historically Black Colleges and Universities.

OCS is particularly interested in receiving applications from such entities as rural housing development corporations, cooperatives, and other public and private organizations with proven accomplishments in the area of rural housing.

See Part F, 6, for special instructions on developing a work program for this priority area.

Priority Area 2.2 Rural Facilities Development (Water and Waste Water Treatment Systems Development)

Funds will be provided under this priority area to help low-income rural communities develop the capability and expertise to establish and/or maintain affordable, adequate and safe water and waste water treatment facilities.

Funds provided under this priority area may not be used for construction of water and waste water treatment systems or for operating subsidies for such systems, but other mobilized funds may be used for these activities. Therefore, it is suggested that applicants coordinate projects with the Farmers Home Administration (FmHA) and other Federal and State agencies to ensure that funds for hardware for local community projects are available.

Eligible applicants are public or private non-profit organizations, including Historically Black Colleges and Universities. In accordance with the authorizing legislation, funding priority will be given to private non-profit organizations that, before the date of the enactment of the Human Services Reauthorization Act of 1986, carried out such programs under the authority found at section 681(a)(2)(D) of the Community Services Block Grant Act.

See Part F, 6, for special instructions on developing a work program for this priority area.

Priority 3.0 Assistance for Migrants and Seasonal Farmworkers

The purpose of this priority area is to fund a limited number of projects which focus exclusively on the problems and special needs of migrants and seasonal farmworkers in order to improve their

quality of life and advance self-sufficiency.

OCS will entertain proposals that directly meet farmworker needs in such areas as: homelessness; crisis nutritional relief; the development of self-help systems of food production; emergency health and social services referral and assistance; home repair, rehabilitation, and ownership; direct assistance to low-income farmworkers, including at-risk teenagers, to improve their job skills for them to qualify for long term and permanent full-time employment in agriculture; and/or assistance to low-income farmworkers, including at-risk teenagers, who wish to leave agricultural employment and find jobs in other lines of work. Linkages with the local JOBS program are encouraged wherever appropriate.

Applicants must provide quantifiable objectives for each of the above activities which will be included in the project. OCS encourages applicants to develop linkages with other public and private sector service providers who also are working with migrant and seasonal farmworkers or with issues affecting this target group.

For projects that relate to job skills and training, OCS will not consider applications proposing to use funds exclusively for classroom instruction. Placement must be an integral activity of any training project.

Applications submitted under this priority area must not contain requests for OCS funding for projects that would duplicate Community Services Block Grant funding or activities for which funding is available from other Federal agencies such as the Department of Labor and the Department of Agriculture's Women, Infants and Children (WIC) program.

Eligible applicants are States, public agencies and private non-profit organizations including Historically Black Colleges and Universities.

See Part F, 6, for special instructions on developing a work program for this priority area.

Priority Area 3.1 Assistance for Migrants and Seasonal Farmworkers (HBCU Set-Aside)

For Fiscal Year 1992, a fund of \$300,000 will be set aside for Historically Black Colleges and Universities to enable them to offer continuing education to migrants and seasonal farmworkers and to increase participant employment opportunities. Applicants must provide quantifiable objectives for each of the activities which will be included in the project. Applications which are not funded within this set-aside due to the limited

amount of funds available will also be considered competitively within the larger pool of eligible applicants under priority area 3.0.

See Part F, 6, for special instructions on developing a work program for this priority area under priority area 3.0.

Part C—Application Prerequisites

1. Eligible Applicants

Priority areas included in this Program Announcement have differing eligibility requirements. Therefore, eligible applicants are identified in the individual priority area descriptions found in Part B, above.

2. Availability of Funds

a. FY 1992 Funds

The Office of Community Services expects to award funds by September 30, 1992 for new grants. The maximum amount of funds available for each Priority Area is summarized below:

Priority area	Fiscal year 1992 funds
1.0 Urban and Rural Community Economic Development:	
1.1 Urban and Rural Community Economic Development (Operational).....	\$15,250,000
1.2 Urban and Rural Community Economic Development (HBCU Set-Aside).....	2,500,000
1.3 Urban and Rural Community Economic Development (Developmental Set-Aside).....	2,500,000
1.4 Urban and Rural Community Economic Development (Pre-developmental Set-Aside).....	750,000
1.5 Urban and Rural Community Economic Development (YOU Program Set-Aside).....	1,000,000
2.0 Planning and Development of Rural Housing and Community Facilities Development.....	4,099,000
3.0 Assistance for Migrants and Seasonal Farmworkers.....	2,725,000
3.1 Assistance for Migrants and Seasonal Farmworkers (HBCU Set-Aside).....	300,000

b. Grant Amounts

No more than the below stated amounts will be granted for projects under the Priority Areas as indicated:

Priority area	Funding limit
1.1.....	\$500,000
1.2.....	500,000
1.3.....	250,000
1.4.....	50,000
1.5.....	500,000
2.1.....	250,000
2.2.....	330,000
3.0.....	250,000
3.1.....	75,000

3. Project and Budget Periods

For Priority Areas 1.1, 1.2, 1.3 and 1.5 applicants with projects involving construction may request project and budget periods up to 36 months. Applicants for other economic development projects under those priority areas and Priority Areas 2.1, 3.0 and 3.1 may request project and budget periods of up to 17 months. For Priority Area 1.4 applicants may request project and budget periods up to six months. By fully funding the projects in FY 92 funding stability in future years will be insured.

For Priority Area 2.2 only: FY 1992 grantees will be funded for a two-year project period, but will only have a twelve month budget period. Based upon a report of satisfactory performance during the first nine months of the FY 1992 grant period, FY 1993 funds may be provided to the FY 1992 grantees on a non-competitive basis for the period beginning October 1, 1993.

4. Mobilization of Resources

OCS will give favorable consideration in the review process to applicants who document public/private partnerships which mobilize cash and/or third-party in-kind contributions. (See Part D, Criterion IV.)

5. Program Beneficiaries

Projects proposed for funding under this announcement must result in direct benefits to low-income people as defined in the most recent Annual Revision of Poverty Income Guidelines published by DHHS.

Attachment A to this announcement is an excerpt from the guidelines currently in effect. Annual revisions of these guidelines are normally published in the *Federal Register* in February or early March of each year. Grantees will be required to apply the most recent guidelines throughout the project period. These revised guidelines also may be obtained at public libraries, Congressional offices, or by writing the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

No other government agency or privately-defined poverty guidelines are applicable for the determination of low-income eligibility for these OCS programs.

Note, however, that low-income individuals granted lawful temporary resident status under Sections 245A or 210A of the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986 (Pub. L. 99-603) may not be eligible for direct or indirect assistance based on financial

need under this program for a period of five years from the date such status was granted.

6. Number of Projects in Application

An application may contain only one project (except for Priority Area 1.5, where activities undertaken may be in a number of communities or impact areas) and this project must be identified as responding to one of the program priority areas stated in this announcement. Applications which are not in compliance with this requirement will be ineligible for funding.

7. Multiple Submittals

There is no limit to the number of applications that can be submitted under a specific program priority area as long as each application contains a proposal for a different project. However, an applicant will receive only one grant in any Priority Area.

8. Sub-contracting or Delegating Projects

OCS does not fund projects where the role of the applicant is *primarily* to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested.

Part D—Application Procedures

1. Availability of Forms

Attachments B, C, and D contain all of the standard forms necessary for the application for awards under these OCS programs. These forms may be photocopied for the application.

Copies of the *Federal Register* containing this announcement are available at most local libraries and Congressional District Offices for reproduction. If copies are not available at these sources, they may be obtained by writing or telephoning the office listed under the section entitled "**FOR FURTHER INFORMATION**" at the beginning of this announcement.

For purposes of this announcement, all applicants will use SF-424, SF-424A, and SF-424B, regardless of the priority area governing the project. Applications proposing construction projects will also present all required financial data using SF-424A. Instructions for completing the SF-424, SF-424A, and SF-424B are found in Attachments B, C, and D.

Part F contains instructions for the project narrative. The project narrative will be submitted on plain bond paper along with the SF-424 and related forms.

Attachment J provides a checklist to aid applicants in preparing a complete application package for OCS.

The applicant must be aware that in signing and submitting the application for this award, it is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments E and F.

2. Application Submission

Applications must be submitted to ACF by the closing date. Refer to "Closing Date" at the beginning of this document for the specific date.

Applications may be mailed to: Administration for Children and Families, Division of Discretionary Grants, 6th Floor OFM/DDG, 370 L'Enfant Promenade SW., Washington, DC 20447.

Hand-delivered applications are accepted during normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor OFM/DDG, 901 D Street SW., Washington, DC 20447.

An application will be considered to be received on time if sent on or before the closing date as evidenced by a legible U.S. Postal Service postmark or a legibly dated receipt from a commercial carrier. Private metered postmarks will not be considered acceptable as proof of timely mailing. Applications submitted by any means other than through the U.S. Postal Service or commercial carrier shall be considered as acceptable only if physically received at the above address before close of business on or before the deadline date.

Note: Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, applicants should check with their local post office. In some instances packages presented for mailing after a pre-determined time are postmarked with the next day's date. In other cases, postmarks are not routinely placed on packages. Applicants are cautioned to verify that there is a date on the package, and that it is the correct date of mailing, before accepting a receipt.

Applications which have a postmark later than the closing date, or which are hand-delivered after the closing date, will be returned to the sender without consideration in the competition.

One signed original application and four copies are required. The first page of the SF-424 must contain in the lower right-hand corner, a designation indicating under which priority area funds are being requested (See Part F, section 1, subsection 11).

3. Intergovernmental Review

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal

Programs," and 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

All States and Territories except Alaska, Idaho, Kansas, Louisiana, Minnesota, Nebraska, Virginia, Pennsylvania, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these ten jurisdictions need take no action regarding Executive Order 12372. Applicants for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of Executive Order 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline date to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule.

When comments are submitted directly to AFC, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 6th Floor, OFM/DDG, 370 L'Enfant Promenade, SW, Washington, DC 20447.

A list of the Single Points of Contact for each State and Territory is included as appendix H of this announcement.

4. Application Consideration

Applications which meet the screening requirements in sections 5a and b below will be reviewed competitively. Such applications will be referred to reviewers for a numerical score and explanatory comments based

solely on responsiveness to program priority area guidelines and evaluation criteria published in this announcement.

Applications submitted under all priority areas will be reviewed by persons outside of the OCS unit which will be directly responsible for programmatic management of the grant. The results of these reviews will assist the Director and OCS program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding since other factors are taken into consideration, including, but not limited to, the timely and proper completion of projects funded with OCS funds granted in the last five (5) years; comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowances on previous OCS or other Federal agency grants.

OCS reserves the right to discuss applications with other Federal or non-Federal funding sources to ascertain the applicant's performance record.

5. Criteria for Screening Applicants

a. Initial screening

All applications that meet the published deadline for submission will be screened to determine completeness and conformity to the requirements of this announcement. Only those applications meeting the following requirements will be reviewed and evaluated competitively. Others will be returned to the applicants with a notation that they were unacceptable.

(1) The application must contain a Standard Form 424 "Application for Federal Assistance" (SF-424), a budget (SF-424A), and signed "Assurances" (SF-424B) completed according to instructions published in Part F and Attachments B, C, and D of this Program Announcement.

(2) A project narrative must also accompany the standard forms.

(3) The SF-424 and the SF-424B must be signed by an official of the organization applying for the grant who has authority to obligate the organization legally.

(4) The application must be submitted for consideration under one priority area only.

b. Pre-rating review

Applications which pass the initial screening will be forwarded to reviewers and/or OCS staff prior to the programmatic review to verify that the applications comply with this Program Announcement in the following areas:

(1) Eligibility: Applicant meets the eligibility requirements for the priority area under which funds are being requested. Proof of non-profit status must be included in the Appendices of the Project Narrative where applicable. Applicants must also be aware that the applicant's legal name as required in SF-424 (Item 5) must match that listed as corresponding to the Employer Identification Number (Item 6).

(2) Number of Projects: The application contains only one project which responds to one of the priority areas in this announcement.

(3) Grant amount: The amount of funds requested does not exceed the limits indicated in Part C, 2, b for the appropriate priority area.

(4) Cooperative Partnership Agreement (Priority Area 1.5 only)

(a) The application contains a written agreement signed by the applicant and the YOU Program grantee in the target service area; and

(b) The agreement contains specific language confirming that the project will be carried out in the target area.

(5) Written Agreement When Applicant Proposes to Make Equity Investment, Loan, or Sub-Grant: (Priority Areas 1.1 and 1.5); The application contains a written agreement signed by the applicant and the third party which includes all of the elements required in Part B, Priority Area 1.1 and Priority Area 1.5.

An application may be disqualified from the competition and returned if it does not conform to one or more of the above requirements.

c. Evaluation Criteria

Applications which pass the pre-rating review will be assessed and scored by reviewers. Each reviewer will give a numerical score for each application reviewed. These numerical scores will be supported by explanatory statements on a formal rating form describing major strengths and weaknesses under each applicable criterion published in the announcement.

The in-depth evaluation and review process will use the following criteria coupled with the specific requirements contained under each program priority area as described in Part B.

(Note: the following review criteria reiterate collection of information requirements contained in Part F of this announcement. These requirements are approved under OMB Control Number 0970-0062.)

6. Criteria for Review and Evaluation of All Applications Except Priority Area 1.4

(a) Criterion I: Analysis of Need (Maximum: 5 Points)

The application documents that the project addresses a vital need in a distressed community and provides statistics and other data and information in support of its contention.

(b) Criterion II: Organizational Experience in Program Area and Staff Responsibilities (Maximum: 15 Points)

(i) *Organizational experience in program area (sub-rating: 0-5 points).* Documentation provided indicates that projects previously undertaken have been relevant and effective and have provided permanent benefits to the low-income population.

Organizations which propose providing training and technical assistance have detailed competence in the specific program priority area and as a deliverer with expertise in the fields of training and technical assistance. If applicable, information provided by these applicants also addresses related achievements and competence of each cooperating or sponsoring organization.

Applicable to Priority Areas 1.1, 1.2, 1.3 and 1.5

The applicant has demonstrated: the ability to implement major activities in such areas as business development, commercial development, physical development, or financial services; the ability to mobilize dollars from sources such as the private sector (corporations, banks, etc.), foundations, the public sector, including State and local governments, or individuals; that it has a sound organizational structure and proven organizational capability; and an ability to develop and maintain a stable program in terms of business, physical or community development activities that will provide needed permanent jobs, services, business development opportunities, and other benefits to community residents.

(ii) *Staff skills, resources and responsibilities (sub-rating 0-10 points).* The application describes in brief resume form the experience and skills of the project director who is not only well qualified, but his/her professional capabilities are relevant to the successful implementation of the

project. If the key staff person has not yet been identified, the application contains a comprehensive position description which indicates that the responsibilities to be assigned to the project director are relevant to the successful implementation of the project. The applicant has adequate facilities and resources (i.e. space and equipment) to successfully carry out the work plan. The assigned responsibilities of the staff are appropriate to the tasks identified for the project and sufficient time of senior staff will be budgeted to assure timely implementation and cost effective management of the project.

(c) Criterion III: Project Implementation (Maximum: 25 points)

The Work Plan, or Business Plan where appropriate, is both sound and feasible. The project is responsive to the needs identified in the Analysis of Need. It sets forth realistic quarterly time targets by which the various work tasks will be completed. Critical issues or potential problems that might impact negatively on the project are defined and the project objectives can be reasonably attained despite such potential problems.

(d) Criterion IV A: Significant and Beneficial Impact (Maximum: 30 Points) (Applicable to Priority Areas 1.1, 1.2, 1.3 and 1.5)

(i) *Significant and beneficial impact (sub-rating: 0-15 points).* The application contains a full and accurate description of the proposed use of the requested financial assistance. The proposed project will produce permanent and measurable results that will reduce the incidence of poverty in the community. The OCS grant funds, in combination with private and/or other public resources, are targeted into low-income communities, distressed communities, and/or designated enterprise zones.

(ii) *Cost-per-job (sub-rating: 0-10 points).* During the project period the proposed project will create new, permanent jobs or maintain permanent jobs for low-income residents at a cost-per-job below \$15,000 in OCS funds.

[Note: The maximum number of points will be given to those applicants proposing cost-per-job estimates of \$5,000 or less of OCS requested funds. Higher cost-per-job estimates will receive correspondingly fewer points.]

(iii) *Career development opportunities (sub-rating: 0-5 points).* The application documents that the jobs to be created for low-income people have career development opportunities which will promote self-sufficiency.

(d) Criterion IV B: Significant and Beneficial Impact (Maximum: 30 Points) (Applicable to Priority Areas 2.1, 2.2, 3.0 and 3.1)

The application contains a full and accurate description of the proposed use of the requested financial assistance. The proposed project will produce permanent and measurable results that will reduce the incidence of poverty in the areas targeted and significantly enhance the self sufficiency of program participants. Results are quantifiable in terms of program area expectations, e.g., number of units of housing rehabilitated, agricultural and non-agricultural job placements, etc. The OCS grant funds, in combination with private and/or other public resources, are targeted into low-income and/or distressed communities and/or designated enterprise zones.

(e) Criterion V A: Public-Private Partnerships (Maximum: 20 Points) (Applicable to all Priority Areas Except 1.1 and 1.5.)

The application documents that the applicant will mobilize from public and/or private sources cash and/or in-kind contributions valued at an amount equal to the OCS funds requested. Applicants documenting that the value of such contributions will be at least equal to the OCS funds requested will receive the maximum number of points for this Criterion. Lesser contributions will be given consideration based upon the value documented. Applicants under Priority Area 1.2 who are proposing to enter into a partnership with Historically Black Colleges and Universities are deemed to have fully met this criterion and will receive the maximum number of points.

(f) Criterion V B: Public-Private Partnerships (Maximum: 20 Points) (Applicable to Priority Area 1.1 only)

(1) *Mobilization of resources (sub-rating: 15 points).* The application must document that the applicant will mobilize from public and/or private sources cash and/or in-kind contributions valued at an amount equal to the OCS funds requested. Applicants documenting that the value of such contributions will be at least equal to the OCS funds requested will receive the maximum number of points for this subcriterion. Lesser contributions will be given consideration based upon the value documented.

(2) *Integration/coordination of services (sub-rating: 5 points).* The applicant demonstrates a commitment to coordination with the local JOBS office and/or other employment education and training program (such as

JTPA) to ensure that welfare recipients, at-risk youth, displaced workers, public housing tenants, homeless and low-income individuals will be trained and placed in the newly created jobs. The applicant provides written agreement from the local JOBS or other employment education and training office indicating what actions will be taken to integrate/coordinate services that relate directly to the project for which funds are being requested.

Specifically, the agreement should include (1) the goals and objectives that the applicant and the JOBS or other employment education and training office expect to achieve through their collaboration; (2) the specific activities/actions that will be taken to integrate/coordinate services on an on-going basis; (3) the target population that this collaboration will serve; (4) the mechanism(s) to be used in integrating/coordinating activities; (5) how those activities will be significant in relation to the goals and objectives to be achieved through the collaboration; and (6) how those activities will be significant in relation to their impact on the success of the OCS-funded project.

The applicant should also provide documentation that illustrates the organizational experience of the employment education and training program (refer to Criterion II for guidelines).

(g) Criterion V: Public-Private Partnerships (Maximum: 20 Points) (Applicable to Priority Area 1.5 only.)

(1) *Mobilization of resources (sub-rating: 10 points)*. The application documents that the applicant will mobilize from public and/or private sources cash and/or in-kind contributions valued at an amount equal to half of the OCS funds requested. Applicants documenting that the value of such contributions will be at least equal to half of the OCS funds requested will receive the maximum points (10) of this subcriterion.

(2) *Integration/coordination of services (sub-rating: 10 points)*. The written agreement between the applicant and the organization which received FY 91 funding under the Department of Labor's Youth Opportunities Unlimited Program indicates that the actions to be taken to integrate/coordinate services relate directly to the project for which funds are being requested. The agreement clearly describes the following: (1) The goals and objectives that the applicant and the YOU program grantee expect to achieve through their collaboration; (2) a number of specific activities/actions that will be taken to integrate/

coordinate services on an on-going basis; (3) the mechanism(s) to be used in integrating/coordinating activities; (4) how those activities will be significant in relation to the goals and objectives to be achieved through the collaboration; and (5) how those activities will be significant in relation to their impact on the success of the OCS-funded project.

(h) Criterion VI: Budget Appropriateness and Reasonableness (Maximum: 5 Points)

Funds requested are commensurate with the level of effort necessary to accomplish the goals and objectives of the project. The application includes a detailed budget break-down for each of the budget categories in the SF-424A. The applicant presents a reasonable administrative cost. The estimated cost to the government of the project also is reasonable in relation to the anticipated results.

7. *Criteria for Review and Evaluation of Applications Submitted Under Priority Area 1.4*

a. Criterion I: Organizational Capability and Capacity (Maximum: 20 Points)

(1) *Organizational experience in program area (sub-rating: 5 points)*. Where the applicant has a history of prior activity or achievement in economic development, the documentation must address the relevance and effectiveness of projects undertaken, especially their cost effectiveness and the relevance and effectiveness of any services and the permanent benefits provided to the targeted population. Applicants must also indicate why they feel that they can successfully implement the project for which they are requesting funds.

(2) *Management capacity (sub-rating: 5 points)*. Applicants must fully detail their ability to implement sound and effective management practices and if they have been recipients of other Federal or other governmental grants, they must also detail that they have consistently complied with financial and program progress reporting and audit requirements. Applicants should submit any available documentation on their management practices and progress reporting procedures along with a statement by a Certified or Licensed Public Accountant as to the sufficiency of the applicant's financial management system to protect adequately any Federal funds awarded under the application submitted.

(3) *Staffing (sub-rating: 5 points)*. The application must fully describe (e.g. resumes) the experience and skills of key staff showing that they are not only

well qualified but that their professional capabilities are relevant to the successful implementation of the project.

(4) *Staffing responsibilities (sub-rating: 5 points)*. The application must describe how the assigned responsibilities of the staff are appropriate to the tasks identified for the project.

b. Criterion II: Significant and Beneficial Impact (Maximum: 35 Points)

A work plan funded under this announcement must show that there is a clearly identified need in a low-income area which is not being effectively addressed currently.

Project funds under this announcement must be used to develop a Business Plan for a project which would produce permanent and measurable results that will reduce the incidence of poverty in the areas targeted and mobilize non-Discretionary Program dollars from private sector individuals, corporations, and foundations if the project is implemented. The project around which the Business Plan is developed with the use of OCS grant funds must be targeted into low-income communities, and/or designated enterprise zones, with the goals of increasing the economic conditions and social self-sufficiency of residents. Activities must be designed to achieve the specific Program Priority Area 1.4 objectives as defined in this program announcement.

c. Criterion III: Project Implementation and Evaluation (Maximum: 30 Points)

(1) *Project implementation component (sub-rating: 25 points)*. The application must contain a detailed and specific work plan that is both sound and feasible. It must set forth realistic quarterly time targets by which the various work tasks will be completed. Because quarterly time schedules are used by OCS as a key instrument to monitor progress, failure to include these time targets may seriously reduce an applicant's point score in this criterion. It must define critical issues or potential problems that might impact negatively on the project and it must indicate how the project objectives will be attained notwithstanding any such potential problems.

(2) *Evaluation component (sub-rating: 5 points)*. All proposals should include a self-evaluation component. The evaluation data collection and analysis procedures should be specifically oriented to assess the degree to which the stated goals and objectives are achieved. Qualitative and quantitative

measures reflective of the scheduling and task delineation in (1) above should be used to the maximum extent possible. This component should indicate the ways in which the potential grantee would integrate qualitative and quantitative measures of accomplishment and specific data into its program progress reports that are required by OCS from all grantees.

d. Criterion IV: Budget Appropriateness and Reasonableness (Maximum: 15 Points)

Each applicant should carefully review the requirements of Program Priority Area 1.4 and the budget submitted must coincide with those requirements.

The proposal's request for funds must include a detailed budget breakout for each of the pertinent budget categories in part III, section B of the SF-424. (Please identify any positions for which less than full-time funding is requested.)

Part E—Contents of Application and Receipt Process

1. Contents of Application

Each application, whether involving construction or not, should include one original and four additional copies of the following:

- a. A signed "Application for Federal Assistance" (SF-424);
- b. "Budget Information-Non-Construction Programs" (SF-424A);
- c. A signed "Assurances-Non-Construction Programs" (SF-424B);
- d. A Project Narrative consisting of the following elements preceded by a consecutively numbered Table of Contents that will describe the project in the following order:
 - (i) Eligibility Confirmation
 - (ii) Analysis of Need
 - (iii) Organizational Experience and Staff Responsibilities
 - (iv) Work Program (including Executive Summary)
 - (v) Appendices, including By-Laws; Articles of Incorporation; proof of non-profit status where applicable; resumes; Single Point of Contact comments, where applicable; and, for Priority Area 1.5 only, a written agreement signed by the applicant and an organization funded by the Department of Labor under the YOU program.

The original must bear the signature of the authorizing representative of the applicant organization.

The total number of pages for the entire application package should not exceed 50 pages.

Applications should be two holed punched at the top center and fastened separately with a compressor slide

paper fastener or a binder clip. The submission of bound applications, or applications enclosed in binders, is especially discouraged.

Applications must be uniform in composition since OCS may find it necessary to duplicate them for review purposes. Therefore, applications must be submitted on white 8½ × 11 inch paper only. They must not include colored, oversized or folded materials. Do not include organizational brochures or other promotional materials, slides, films, clips, etc. in the proposal. They will be discarded, if included.

2. Acknowledgement of Receipt

All applicants will receive an acknowledgement postcard with an assigned identification number. Applicants are requested to supply a self-addressed mailing label with their application which can be attached to this acknowledgement postcard. This number and the program priority area letter code must be referred to in all subsequent communications with OCS concerning the application. If an acknowledgement is not received within three weeks after the deadline date, please notify ACF by telephone (202) 401-9230.

Part F—Instructions for Completing Application Package

(Approved by the Office of Management and Budget under Control Number 0970-0062. The standard forms attached to this announcement shall be used to apply for funds for all priority areas described in this announcement.)

It is suggested that you reproduce the SF-424 and SF-424A, and type your application on the copies. If an item on the SF-424 cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for "Not Applicable."

Prepare your application in accordance with the standard instructions given in Attachments B and C corresponding to the forms, as well as the OCS specific instructions set forth below:

1. SF-424 "Application for Federal Assistance" Item

1. For the purposes of this announcement, all projects are considered "Applications"; there are no "Pre-Applications." Also for the purposes of this announcement, construction projects are those which involve major renovations or construction. All others are considered non-construction. Check the appropriate box under "Application."

5 and 6. The legal name of the applicant must match that listed as

corresponding to the Employer Identification Number. Where the applicant is a previous Department of Health and Human Services grantee, enter the Central Registry System Employee Identification Number (PIN/EIN) and the Payment Identifying Number, if one has been assigned, in the Block entitled "Federal Identifier" located at the top right hand corner of the form.

7. If the applicant is a non-profit corporation, enter "N" in the box and specify "non-profit corporation" in the space marked "Other." Proof of non-profit status, such as IRS determination or appropriate sections of the Articles of Incorporation, or By-laws, must be included as an appendix to the project narrative.

8. For the purposes of this announcement, all applications are "New."

9. Enter DHHS-ACF/OCS.

10. The Catalog of Federal Domestic Assistance number for OCS programs covered under this announcement is 93.032. The title is "CSBG Discretionary Awards."

11. The following letter program priority area designations must be used:

- UR—for Priority Area 1.1. Urban and Rural Community Economic Development (Operational)
- HB—for Priority Area 1.2. Urban and Rural Community Economic Development (HBCU Set-Aside)
- DM—for Priority Area 1.3. Urban and Rural Community Economic Development (Developmental Set-Aside)
- PD—for Priority Area 1.4. Urban and Rural Community Economic Development (Pre-Developmental Set-Aside)
- UY—for Priority Area 1.5. Urban and Rural Community Economic Development (YOU Program Set-Aside)
- RH—for Priority Area 2.1. Rural Housing Repairs and Rehabilitation (including rental housing for low-income individuals)
- RF—for Priority Area 2.2. Rural Community Facilities Development (Water and Waste Water Treatment Systems Development)
- MS—for Priority Area 3.0. Assistance for Migrants and Seasonal Farmworkers
- HM—for Priority Area 3.1. Assistance for Migrants and Seasonal Farmworkers (Set-Aside)

2. SF-424A—"Budget Information—Non-Construction Programs"

See Instructions accompanying this form as well as the instructions set forth below:

In completing these sections, the "Federal Funds" budget entries will relate to the requested OCS discretionary funds only, and "Non-Federal" will include mobilized funds from all other sources—applicant, state, local, and other. Federal funds other than requested OCS discretionary funding should be included in "Non-Federal" entries.

The Budget forms in SF-424A are only to be used to present grant administrative costs and major budget categories. Financial data that is generated as part of a project Business Plan or other internal project cost data must be separate and should appear as part of the project Business Plan or other project implementation data.

Sections A and D of SF-424A must contain entries for both Federal (OCS) and non-Federal (mobilized) funds. Section B contains entries for Federal (OCS) funds only. Clearly identified continuation sheets in SF-424A format should be used as necessary.

Section A—Budget Summary

Lines 1-4

Col. (a):

Line 1 Enter "CSBG Discretionary";

Col. (b):

Line 1 Enter "93.032";

Col. (c) and (d):

Applicants should leave columns (c) and (d) blank.

Column (e)-(g):

For line 1, enter in columns (e), (f), and (g) the appropriate amounts needed to support the project for the budget period.

Line 5 Enter the figures from Line 1 for all columns completed as required, (c), (d), (e), (f), and (g).

Section B—Budget Categories

Allowability of costs are governed by applicable cost principles set forth in 45 CFR Parts 74 and 92. Columns (1) and (5):

In OCS applications, it is only necessary to complete Columns (1) and (5).

Column 1: Enter the total requirements for OCS Federal funds by the Object Class Categories of this section:

Personnel—Line 6a: Enter the total costs of salaries and wages of applicant/grantee staff only. Do not include costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

Fringe Benefits—Line 6b: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate which is entered on line 6j. Provide a breakdown of amounts and percentages that comprise fringe benefit costs.

Travel—Line 6c: Enter total costs of all travel by employees of the project. Do not enter costs for consultant's travel. Provide justification for requested travel costs. (See Line 6h and Line 21 for additional instructions).

Equipment—Line 6d: Enter the total costs of all nonexpendable personal property to be acquired by the project. "Non-expendable personal property" means tangible personal property having an acquisition cost per unit of \$500 or more for non-profit organizations and \$5,000 or more for public organizations and having a useful life of one year. An applicant may use its own definition of non-expendable personal property, provided that such a definition would at least include all tangible personal property as defined in the preceding sentence. (See Line 21 for additional requirements).

Supplies—Line 6e: Enter the total costs of all tangible personal property (supplies) other than that included on line 6d.

Contractual—Line 6f: Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations including delegate agencies and specific project(s) or businesses to be financed by the applicant. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individual service contractors on this line. If available at the time of application, attach a list of contractors indicating the name of the organization, the purpose of the contract and the estimated dollar amount of the award. If the name of contractor, scope of work, or estimated total are not available or have not been negotiated, include these in Line h, "Other". Travel costs for the Executive Director or Project Director to attend a two day national workshop in Washington, D.C. should be included.

Note: Whenever the applicant/grantee intends to delegate part of the program to another agency, the applicant/grantee must submit Sections A and B of this form (SF-424A), completed for each delegate agency by agency title, along with the required supporting information referenced in the applicable instructions. The total costs of all such agencies will be part of the amount shown on Line 6f. Provide back-up

documentation identifying name of contractor, purpose of contract and major cost elements.

Construction—Line 6g: Enter the costs of renovation, repair, or new construction. Provide narrative justification and breakdown of costs.

Other—Line 6h: Enter the total of all other costs. Such costs, where applicable, may include but are not limited to insurance, food, medical and dental costs (noncontractual), fees and travel paid directly to individual consultants, space and equipment rentals, printing and publication, computer use, training costs, including tuition and stipends, training service costs including wage payments to individuals and supportive service payments, and staff development costs.

Total Direct Charges—Line 6i: Show the total of Lines 6a through 6h.

Indirect Charges—Line 6j: Enter the total amount of indirect costs. This line should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services or another Federal agency or is awaiting such approval. With the exception of local governments, applicants should enclose a copy of the current rate agreement if it was negotiated with a Federal agency other than the Department of Health and Human Services.

If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately, upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the pertinent DHHS Guide for Establishing Indirect Cost Rates, and submit it to the appropriate DHHS Regional Office.

It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not be also charged as direct costs to the grant.

Totals—Line 6k: Enter the total amounts of Lines 6i and 6j. The total amount shown in Section B, Column (5), Line 6k, should be the same as the amount shown in Section A, Line 5, Column (e).

Program Income—Line 7: Enter the estimated amount of income, if any, expected to be generated from this project. Separately show expected program income generated from OCS support and income generated from other mobilized funds. Do not add or subtract this amount from the budget total. Show the nature and source of

income in the program narrative statement.

Column 5: Carry totals from Column 1 to Column 5 for all line items.

Section C—Non-Federal Resources

This section is to record the amounts of "non-Federal" resources that will be used to support the project. "Non-Federal" resources mean other than OCS funds for which the applicant is applying. Therefore, mobilized funds from other Federal programs, such as the Job Training Partnership Act program, should be entered on these lines. Provide a brief listing of the non-Federal resources on a separate sheet and describe whether it is a grantee-incurred cost or a third-party in-kind contribution. The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the Public-Private Partnerships criterion.

Except in unusual situations, this documentation must be in the form of letters of commitment from the organization(s)/individuals from which funds will be received.

Line 8:

Column (a) enter the project title.

Column (b): Enter the amount of contributions to be made by the applicant to the project.

Column (c): Enter the State contribution. If the applicant is a State agency, enter the non-Federal funds to be contributed by the State other than the applicant.

Column (d): Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e): Enter the total of columns (b), (c), and (d).

Lines 9, 10, and 11 should be left blank.

Line 12:

Carry the total of each column of Line 8, (b) through (e). The amount in Column (e) should be equal to the amount on Section A, Line 5, column (f).

Section D—Forecasted Cash Needs

Line 13—Enter the amount of Federal (OCS) cash needed for this grant by quarter. During the budget period for grants which are more than twelve (12) months, submit a separate sheet for each additional twelve (12) months or portion thereof.

Line 14—Enter the amount of cash from all other sources needed by quarter during the budget period.

Line 15—Enter the total of Lines 13 and 14.

Section E—Budget Estimates of Federal Funds Needed for Balance of Project(s)

To be completed by applicants applying under Priority Area 2.2 only.

Section F—Other Budget Information

Line 21—Use this space and continuation sheets as necessary to fully explain and justify the major items included in the budget categories shown in Section B. Include sufficient detail to facilitate determination of allowability, relevance to the project, and cost benefits. Particular attention must be given to the explanation of any requested direct cost budget item which requires explicit approval by the Federal agency. Budget items which require identification and justification shall include, but not be limited to, the following:

A. Salary amounts and percentage of time worked for those key individuals who are identified in the project narrative;

B. Any foreign travel;

C. A list of all equipment and estimated cost of each item to be purchased wholly or in part with grant funds which meet the definition of nonexpendable personal property provided on Line 6d, Section B. Need for equipment must be supported in program narrative.

D. Contractual: Major items or groups of smaller items; and

E. Other: group into major categories all costs for consultants, local transportation, space, rental, training, allowances, staff training, computer equipment, etc. Provide a complete breakdown of all costs that make up this category.

Line 22—Enter the type of HHS or other Federal agency approved indirect cost rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied and the total indirect expense. Also, enter the date the rate was approved, where applicable. Attach a copy of the rate agreement if it was negotiated with a Federal agency other than the Department of Health and Human Services.

Line 23—Provide any other explanations and continuation sheets required or deemed necessary to justify or explain the budget information.

3. SF-424B "Assurances-Non-Construction"

Fill out, sign and date form found at Attachment D.

4. Restrictions on Lobbying Activities

Certification for Contracts, Grants, Loans, and Cooperative Agreements: Fill

out, sign and date form found at Attachment H.

5. Disclosure of Lobbying Activities

SF-LLL: Fill out, sign and date form found at Attachment H, if applicable.

6. Project Narrative

The project narrative must address the specific concerns mentioned under the relevant priority area description in Part B. The narrative should provide information on how the application meets the evaluation criteria in Part D, Section 5 c of this Program Announcement and should follow the format below:

a. Eligibility Confirmation

This section must explain how the applicant has complied with each of the basic requirements listed in Part D, 5 b (1)-(5), i.e., (1) that the applicant meets the eligibility requirements for the priority area under which funds are being requested; (2) the application contains only one project which responds to one of the priority areas in the announcement; (3) the amount of funds requested does not exceed the limits indicated in Part C, Section 2, b for the appropriate priority area; (4) (Priority Area 1.5 only) the application contains a written agreement signed by the applicant and the YOU Program grantee in the target area and the agreement contains specific language confirming the project will be carried out in the YOU Program target area.

b. Analysis of Need

The application should include a description of the target area and population to be served as well as a discussion of the nature and extent of the problem to be solved. It should also include documentation supportive of its needs assessment such as employment statistics, housing statistics, etc.

c. Organizational Experience and Staff Responsibilities

(i) *Organizational experience.* Each applicant must document competence in the specific program priority area under which an application is submitted.

Documentation must be provided which addresses the relevance and effectiveness of projects previously undertaken in the specific priority area for which funds are being requested and especially their cost effectiveness, the relevance and effectiveness of any services provided, and the permanent benefits provided to the low-income population. Organizations which propose providing training and technical assistance must detail their competence

in the specific program priority area and as a deliverer with expertise in the fields of training and technical assistance. If applicable, information provided by these applicants must also address related achievements and competence of each cooperating or sponsoring organization.

Applicable to Priority Areas 1.1, 1.2, 1.3 and 1.5

Applicants in these priority areas must also document a firmly established and quantifiable performance record that shows the following:

- The ability to implement major activities such as business development, commercial development, physical development, or financial services;
- Successful working relationships within the community including public officials, financial institutions, corporations, other community organizations and residents;
- A sound asset base and organizational structure in terms of (a) net worth, (b) management stability, and (c) organizational capability;
- An ability to develop and maintain a stable program in terms of business, physical or community development activities that will provide needed permanent jobs, services, business development opportunities and other benefits to community residents, and impact on community-wide economic problems and needs;
- Sound administrative and fiscal systems and controls, and the ability to establish and maintain partnerships with the private sector in such forms as financial support, volunteerism or executives on loan.

(ii) *Staff skills, resources and responsibilities.* The application must fully describe (e.g. a resume or position description) the experience and skills of the proposed project director showing that the individual is not only well qualified but that his/her professional capabilities are relevant to the successful implementation of the project.

The application must include statements regarding who will have the responsibilities of the chief executive officer, who will be responsible for grant coordination with OCS, and how the assigned responsibilities of the staff are appropriate to the tasks identified for the project. It must show clearly that sufficient time of senior staff will be budgeted to assure timely implementation and cost effective management of the project.

d. Work Program

The application must contain a detailed and specific work program, or Business Plan where appropriate, that is both sound and feasible. (For those applicants submitting proposals under Priority Areas 1.1, 1.2, 1.3 and 1.5 the Business Plan will be accepted in lieu of the work program.)

The work program will be evaluated according to Criteria III, IV, and V set forth in Part D of this announcement: Project Implementation, Significant and Beneficial Impact, and Public-Private Partnerships.

Projects funded under this announcement must be designed to produce permanent and measurable results that will reduce the incidence of poverty in the areas targeted. The OCS grant funds, in combination with private and/or other public resources, must be targeted into low-income communities, distressed communities, and/or designated enterprise zones. Projects must be designed to achieve the specific program priority area objectives defined in this Program Announcement.

It must set forth realistic quarterly time targets by which the various work tasks will be completed. It must identify critical issues or potential problems that might impact negatively on the project and it must indicate how the project objectives will be attained despite such potential problems.

If an applicant is proposing a project which will affect a property listed in, or eligible for inclusion in the National Register of Historic Places, it must identify this property in the narrative and explain how it has complied with the provisions of Section 106 of the National Historic Preservation Act of 1966 as amended. If there is any question as to whether the property is listed in or eligible for inclusion in the National Register of Historic Places, the applicant should consult with the State Historic Preservation Officer. (See Attachment D: SF-424B, Item 13 for additional guidance.) The applicant should contact OCS early in the development of its application for instructions regarding compliance with the Act and data required to be submitted to the Department of Health and Human Services. Failure to comply with the cited Act may result in the application being ineligible for funding consideration.

Applicable to Priority Area 1.4 See Instructions Under Part B—Priority Area 1.4

Applicable to Priority Areas 1.1, 1.2, 1.3 and 1.5

Applications submitted under Priority Areas 1.1, 1.2, 1.3 and 1.5 which propose

to use the requested OCS funds to make an equity investment or a loan to a business concern, including a wholly-owned subsidiary, or to make a sub-grant with a portion of the OCS funds, must include a written agreement between the community development corporation and the recipient of the grant funds which contains all of the elements listed in Part B under the appropriate Priority Area.

Applications submitted under Priority Areas 1.1, 1.2, 1.3 and 1.5 must include a complete Business Plan where it is appropriate to the project/venture. An application that does not include a Business Plan where one is appropriate may be disqualified and returned to the applicant.

In some cases a Business Plan may not be required under the Priority Areas. All applicants under the Priority Areas, however, must nevertheless submit the information which is required in Sections 7 through 10, as set forth below.

The Business Plan is one of the major components that will be evaluated by OCS to determine the feasibility of an economic development project. It must be well prepared and address all the major issues noted herein.

The following guidelines show what should be included in order to produce a complete and professional Business Plan which makes an orderly presentation of the facts necessary to be judged responsive to the program announcement.

Because the guidelines were written to cover a variety of possibilities, rigid adherence to them is not possible nor even desirable for all projects. For example, a plan for a service business would not require a discussion of manufacturing nor product design.

The Business Plan should include the following:

1. The business and its industry: This section should describe the nature and history of the business and provide some background on its industry.

a. The Business: As a legal entity; the general business category;
b. Description and Discussion of Industry: Current status and prospects for the industry;

2. Products and Services: This section deals with the following:

a. Description: Describe in detail the products or services to be sold;
b. Proprietary Position: Describe proprietary features if any of the product, e.g. patents, trade secrets;
c. Potential: Features of the product or service that may give it an advantage over the competition;

3. Market Research and Evaluation: This section should present sufficient

information to show that the product or service has a substantial market and can achieve sales in the face of competition;

a. Customers: Describe the actual and potential purchasers for the product or service by market segment.

b. Market Size and Trends: State the size of the current total market for the product or service offered;

c. Competition: An assessment of the strengths and weaknesses of competitive products and services;

d. Estimated Market Share and Sales: Describe the characteristics of the product or service that will make it competitive in the current market;

4. Marketing Plan: The marketing plan should detail the product, pricing, distribution, and promotion strategies that will be used to achieve the estimated market share and sales projections. The marketing plan must describe what is to be done, how it will be done and who will do it. The plan should address the following topics—Overall Marketing Strategy, Packaging, Service and Warranty, Pricing, Distribution and Promotion.

5. Design and Development Plans: If the product, process or service of the proposed venture requires any design and development before it is ready to be placed on the market, the nature and extent and cost of this work should be fully discussed. The section should cover items such as Development Status and Tasks, Difficulties and Risks, Product Improvement and New Products, and Costs.

6. Manufacturing and Operations Plan: A manufacturing and operations plan should describe the kind of facilities, plant location, space, capital equipment and labor force (part and/or full time and wage structure) that are required to provide the company's product or service.

7. Management Team: The management team is the key in starting and operating a successful business. The management team should be committed with a proper balance of technical, managerial and business skills, and experience in doing what is proposed. This section must include a description of: The key management personnel and their primary duties; compensation and/or ownership; the organizational structure; Board of Directors; management assistance and training needs; and supporting professional services.

8. Overall Schedule: A schedule that shows the timing and interrelationships of the major events necessary to launch the venture and realize its objectives. Prepare, as part of this section, a month-by-month schedule that shows the

timing of such activities as product development, market planning, sales programs, and production and operations. Sufficient detail should be included to show the timing of the primary tasks required to accomplish each activity.

9. Critical Risks and Assumptions: The development of a business has risks and problems and the Business Plan should contain some explicit assumptions about them. Accordingly, identify and discuss the critical assumptions in the Business Plan and the major problems that will have to be solved to develop the venture. This should include a description of the risks and critical assumptions relating to the industry, the venture, its personnel, the product's market appeal, and the timing and financing of the venture.

10. Community Benefits: The proposed project must contribute to economic, community and human development within the project's target area. A section that describes and discusses the potential economic and non-economic benefits to low-income members of the community must be included as well as a description of the strategy that will be used to identify and hire individuals being served by public assistance programs and how linkages with community agencies/organizations administering the JOBS program will be developed. The following project benefits must be described:

Economic

- Number of permanent jobs that will be created for low-income people during the grant period;
- Number of jobs to be created for low-income people that will have career development opportunities and a description of those jobs;
- Number of jobs that will be filled by individuals on public assistance;
- Ownership opportunities created for poverty-level project area residents;
- Specific steps to be taken to promote the self-sufficiency of program participants.

Other benefits which might be discussed are:

Human Development

- New technical skills development and associated career opportunities for community residents;
- Management development and training.

Community Development

- Development of community's physical assets;
- Provision of needed, but currently unsupplied, services or products to community;

—Improvement in the living environment.

11. The Financial Plan: The Financial Plan is basic to the development of a Business Plan. Its purpose is to indicate the project's potential and the timetable for financial self-sufficiency. In developing the Financial Plan, the following exhibits must be prepared for the first three years of the business' operation:

- a. Profit and Loss Forecasts—quarterly for each year;
- b. Cash Flow Projections—quarterly for each year;
- c. Pro forma balance sheets—quarterly for each year;
- d. Initial sources of project funds;
- e. Initial uses of project funds; and
- f. Any future capital requirements and sources.

Applicable to Priority Area 2.1 Only

Each applicant must include a full discussion of the project including the following information:

- Basic Housing Data for Targeted Area. Information on the number of sub-standard housing units available to low-income people in the target area, deficiencies of the housing units to be repaired, i.e., lack of or inadequate plumbing, upgrading of electrical systems, etc., new construction inventory, property values, rents and mortgage rates. While specific census data may be included, this information must be project specific. Applicants must show that other Federal programs do not exist to address the rehabilitation needs of the targeted area.
- Priorities. Provide a rationale for the strategies and priorities for which OCS support is requested.
- Participant Application Process. A description of the participant application process including: (a) Verification of participant need and income eligibility, (b) proposed diagnostic repair forms and contract bid procedures (where applicable), and (c) completion verification and quality workmanship assurance procedures.
- Types of Work to be Performed. The quantitative and qualitative measures in the work plan should reflect the types of work to be performed, e.g. (a) technical assistance and training for each proposed organization/ community; and/or (b) repairs or rehabilitation or construction work, noting which types of work will be done in order to bring properties up to minimum housing standards.

inspection procedures and construction schedules.

Applications proposing to repair or rehabilitate low-income rental housing (see Part B, Priority Area 2.1, regarding restrictions) must state the current rents for the units in question as well as what rents will be charged for the rehabilitated units. Applicants should also state the number of low-income residents who will be helped to purchase or acquire adequate housing.

—**Job Creation.** Data regarding the number of direct jobs that will be created in the proposed project, noting the number of low-income residents that will be trained and/or placed in these jobs.

—**Public-Private Partnership.** A description of the degree of involvement by private sector individuals, corporations, and foundations in the implementation of the project and the amount of dollars which will be mobilized.

Applicable to Priority Area 2.2 Only

Each applicant must include a full discussion of how the proposed use of funds will enable low-income rural communities to develop the capability and expertise to establish and maintain affordable, adequate and safe water and waste water systems. Applicants must also discuss how they will disseminate information about water and waste water programs serving rural communities, and how they will better coordinate Federal, State, and local water and waste water program financing and development to assure improved service to rural communities.

Among the benefits that merit discussion under this priority are: The number of rural communities to be provided with technical and advisory services; the number of rural poor individuals who are expected to be directly served by applicant-supported improved water and waste water systems; the decrease in the number of inadequate water systems related to applicant activity; the number of newly-established and applicant-supported treatment systems (all of the above may be expressed in terms of equivalent connection units); the increase in local capacity in engineering and other areas of expertise; and the amount of non-discretionary program dollars expected to be mobilized.

Applicable to Priority Areas 3.0 and 3.1

Each applicant must include a full discussion of the proposed project and how it will address one or more farmworker needs as described in Part B.

Among the benefits which merit discussion under this priority area are: The number of farmworkers who are expected to improve their agricultural skills and thus improve their agricultural employment situation; the number of farmworkers and/or their dependents who will be afforded an opportunity to continue their formal education; the number of farmworkers/families who will receive crisis nutritional relief, emergency health and social services referrals and assistance, and assistance in the development of self-help systems of food production; the number of farmworkers who are expected to gain longer term or permanent private sector employment in areas outside agriculture; the number of farmworkers who will receive help in the areas of housing; the number of housing units to be repaired or rehabilitated; the degree and kind of such help; the amount of non-Discretionary program dollars expected to be mobilized, and the degree of private sector involvement that will be utilized in developing and carrying out projects funded under this announcement.

Part G—Post Award Information and Reporting Requirements

Following approval of the applications selected for funding, notice of project approval and authority to draw down project funds will be made in writing. The official award document is the Notice of Grant Award which provides the amount of Federal funds approved for use in the project, the budget period for which support is provided, the terms and conditions of the award, the total project period for which support is contemplated, and the total financial participation from the award recipient.

General Conditions and Special Conditions (where the latter are warranted) which will be applicable to grants, are subject to the provisions of 45 CFR parts 74 and 92.

Grantees will be required to submit quarterly progress and financial reports (SF-269) as well as a final progress and financial report.

Grantees are subject to the audit requirements in 45 CFR parts 74 and 92 and OMB Circular A-128 or A-133. If an applicant will not be requesting indirect costs, it should anticipate in its budget request the cost of having an audit performed at the end of the grant period.

Section 319 of Public Law 101-121, signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. It provides limited exemptions for Indian

tribes and tribal organizations. Current and prospective recipients (and their sub-tier contractors and/or grantees) are prohibited from using appropriated funds for lobbying Congress or any Federal agency in connection with the award of a contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) the law requires recipients and their sub-tier contractors and/or subgrantees (1) to certify that they have neither used nor will use any appropriated funds for payment to lobbyists, (2) to submit a declaration setting forth whether payments to lobbyists have been or will be made out of nonappropriated funds and, if so, the name, address, payment details, and purpose of any agreements with such lobbyists whom recipients or their sub-tier contractors or subgrantees will pay with the nonappropriated funds and (3) to file quarterly up-dates about the use of lobbyists if an event occurs that materially affects the accuracy of the information submitted by way of declaration and certification. The law establishes civil penalties for noncompliance and is effective with respect to contracts, grants, cooperative agreements and loans entered into or made on or after December 23, 1989. See Attachment H for certification and disclosure forms to be submitted with the applications for this program.

Attachment I indicates the regulations which apply to all applicants/grantees under the Discretionary Grants Program.

Dated: April 16, 1992.

Eunice S. Thomas,
Director, Office of Community Services.

ATTACHMENT A.—1992 POVERTY INCOME GUIDELINES FOR ALL STATES (EXCEPT ALASKA AND HAWAII) AND THE DISTRICT OF COLUMBIA

Size of family unit	Poverty guideline
1.....	\$6,810
2.....	9,190
3.....	11,570
4.....	13,950
5.....	16,330
6.....	18,710
7.....	21,090
8.....	23,470

For family units with more than 8 members, add \$2,380 for each additional member.

POVERTY INCOME GUIDELINES FOR
ALASKA

Size of family unit	Poverty guideline
1.....	\$8,500
2.....	11,480
3.....	14,460
4.....	17,440
5.....	20,420
6.....	23,400
7.....	26,380
8.....	29,360

For family units with more than 8 members, add \$2,980 for each additional member.

POVERTY INCOME GUIDELINES FOR
HAWAII

Size of family unit	Poverty guideline
1.....	\$7,830
2.....	10,570
3.....	13,310
4.....	16,050
5.....	18,790

POVERTY INCOME GUIDELINES FOR
HAWAII—Continued

Size of family unit	Poverty guideline
6.....	21,530
7.....	24,270
8.....	27,010

For family units with more than 8 members, add \$2,740 for each additional member.

BILLING CODE 4130-01-M

ATTACHMENT B
APPLICATION FOR
FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED _____	Applicant Identifier _____
3. DATE RECEIVED BY STATE _____		State Application Identifier _____	
4. DATE RECEIVED BY FEDERAL AGENCY _____		Federal Identifier _____	

5. APPLICANT INFORMATION Legal Name: _____		Organizational Unit: _____	
Address (give city, county, state, and zip code): _____		Name and telephone number of the person to be contacted on matters involving this application (give area code): _____	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____
--	--

8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY: _____
--	--

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE: _____	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: _____
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12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): _____		13. PROPOSED PROJECT: Start Date: _____ Ending Date: _____	
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14. CONGRESSIONAL DISTRICTS OF: a. Applicant _____ b. Project _____		15. ESTIMATED FUNDING: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%; text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> </table>		a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00
a. Federal	\$.00																						
b. Applicant	\$.00																						
c. State	\$.00																						
d. Local	\$.00																						
e. Other	\$.00																						
f. Program Income	\$.00																						
g. TOTAL	\$.00																						

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No
---	---

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a. Typed Name of Authorized Representative _____	b. Title _____	c. Telephone number _____
d. Signature of Authorized Representative _____	e. Date Signed _____	

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Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

Instructions for the SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

- "New" means a new assistance award.
- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 4130-01-M

ATTACHMENT C

OMB Approval No. 0348-0044

BUDGET INFORMATION — Non-Construction Programs

SECTION A — BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES					Total (5)
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

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SECTION C - NON-FEDERAL RESOURCES

(e) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(e) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION
(Attach additional Sheets if Necessary)

21. Direct Charges:	
22. Indirect Charges:	
23. Remarks	

Instructions for the SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary—Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) Through (g)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5—Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the

sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal-Resources

Line 8-11—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

Column (c)—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d)—Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e)—Enter totals of Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new application and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20—Enter the total for each of the Columns (b)–(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23—Provide any other explanations or comments deemed necessary.

Attachment D

Assurances—Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88–352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92–255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd–3 and 290 ee–3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91–646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political

activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a–7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93–234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91–190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93–523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93–205).

12. Will comply with the Wild and Scenic River Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a–1 et seq.).

14. Will comply with P.L. 93–348 regarding the protection of human subjects involved in research,

development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42

U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws,

executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

BILLING CODE 4130-01-M

ATTACHMENT E

U.S. Department of Health and Human Services
Certification Regarding Drug-Free Workplace Requirements
Grantees Other Than Individuals

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and, (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and, (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or, (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Place of Performance (Street address, City, County, State, ZIP Code) _____

Check ☐ if there are workplaces on file that are not identified here.

Sections 76.630(c) and (d)(2) and 76.635(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central receipt point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, S.W., Washington, D.C. 20201.

DGMO Form#2 Revised May 1990

Attachment F**Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions**

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and believe that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) Have not within a 3-year period preceding this proposal been convicted of or have a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification of explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transaction," provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions (To Be Supplied to Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

State Single Points of Contact**Alabama**

Mrs. Moncell Thornell, State Single Point of Contact, Alabama Department of Economic & Community Affairs, 3465 Norman Bridge Road, Post Office Box 250347, Montgomery, Alabama 36125-0347, Telephone (205) 284-8905

Arizona

Ms. Janice Dunn, Arizona State Clearinghouse, 3800 N. Central Avenue, Fourteenth Floor, Phoenix, Arizona 85012, Telephone (602) 280-1315

Arkansas

Mr. Joseph Gillespie, Manager, State Clearinghouse, Office of Intergovernmental Service, Department of Finance and Administration, P.O. Box 3278, Little Rock, Arkansas 77203, Telephone (501) 371-1074

California

Glenn Stober, Grants Coordinator, Office of Planning and Research, 1400 Tenth Street, Sacramento, California 95814, Telephone (916) 323-7480

Colorado

State Single Point of Contact, State Clearinghouse, Division of Local Government, 1313 Sherman Street, Room 520, Denver, Colorado 80203, Telephone (303) 866-2156

Connecticut

Under Secretary, Attn: Intergovernmental Review Coordinator, Comprehensive Planning Division, Office of Policy and Management, 80 Washington Street,

Hartford, Connecticut 06106-4459, Telephone (203) 566-3410

Delaware

Francine Booth, State Single Point of Contact, Executive Department, Thomas Collins Building, Dover, Delaware 19903, Telephone (302) 736-3326

District of Columbia

Lovetta Davis, State Single Point of Contact, Executive Office of the Mayor, Office of Intergovernmental Relations, Room 416, District Building, 1350 Pennsylvania Avenue NW., Washington, DC 20004, Telephone (202) 727-9111

Florida

Karen McFarland, Director, Florida State Clearinghouse, Executive Office of the Governor, Office of Planning and Budgeting, The Capitol, Tallahassee, Florida 32399-0001, Telephone (904) 488-8114

Georgia

Charles H. Badger, Administrator, Georgia State Clearinghouse, 270 Washington Street SW., Atlanta, Georgia 30334, Telephone (404) 656-3855

Hawaii

Mr. Harold S. Masumoto, Acting Director, Office of State Planning, Department of Planning and Economic Development, Office of the Governor, State Capitol—Room 406, Honolulu, Hawaii 96813, Telephone (808) 548-5893, FAX (808) 548-8172

Illinois

Tom Berkshire, State Single Point of Contact, Office of the Governor, State of Illinois, Springfield, Illinois 62706, Telephone (217) 782-8639

Indiana

Frank Sullivan, Budget Director, State Budget Agency, 212 State House, Indianapolis, Indiana 46204, Telephone (317) 232-5610

Iowa

Steven R. McCann, Division for Community Progress, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309, Telephone (515) 281-3725

Kentucky

Debbie Anglin, State Single Point of Contact, Kentucky State Clearinghouse, 2nd Floor Capital Plaza Tower, Frankfort, Kentucky 40601, Telephone (502) 564-2382

Maine

State Single Point of Contact, Attn: Joyce Benson, State Planning Office, State House Station #38, Augusta, Maine 04333, Telephone (207) 289-3261

Maryland

Mary Abrams, Chief, Maryland State Clearinghouse, Department of State Planning, 301 West Preston Street, Baltimore, Maryland 21201-2365, Telephone (301) 225-4490

Massachusetts

State Single Point of Contact, Attn: Beverly Boyle, Executive Office of Communities & Development, 100 Cambridge Street, Room 1803, Boston, Massachusetts 02202, Telephone (617) 727-7001

Michigan

Milton O. Waters, Director of Operations, Michigan Neighborhood Builders Alliance, Michigan Department of Commerce, Telephone (517) 373-7111 Please direct correspondence to: Manager, Federal Project Review, Michigan Department of Commerce, Michigan Neighborhood Builders Alliance, P.O. Box 30242, Lansing, Michigan 48909, Telephone (517) 373-6223

Mississippi

Cathy Mallette, State Clearinghouse Officer, Department of Finance and Administration, Office of Policy Development, 421 West Pascagoula Street, Jackson, Mississippi 39203, Telephone (601) 960-4280

Missouri

Lois Pohl, Federal Assistance Clearinghouse, Office of Administration, Division of General Services, P.O. Box 809, Room 430, Truman Building, Jefferson City, Missouri 65102, Telephone (314) 751-4834

Montana

Deborah Stanton, State Single Point of Contact, Intergovernmental Review Clearinghouse, c/o Office of Budget and Program Planning, Capitol Station, Room 202—State Capitol, Helena, Montana 59620, Telephone (406) 444-5522

Nevada

Department of Administration, State Clearinghouse, Capitol Complex, Carson City, Nevada 89710, ATTN: John B. Walker, Clearinghouse Coordinator

New Hampshire

Jeffery H. Taylor, Director, New Hampshire Office of State Planning, Attn: Intergovernmental Review Process/James E. Bieber, 2½ Beacon Street, Concord, New Hampshire 03301, Telephone (603) 271-2155

New Jersey

Barry Skokowski, Director, Division of Local Government Services, Department of Community Affairs, CN 803, Trenton, New Jersey 08625-0803, Telephone (609) 292-6613 Please direct correspondence and questions to: Nelson S. Silver, State Review Process, Division of Local Government Services, CN 803, Trenton, New Jersey 08625-0803, Telephone (609) 292-9025

New Mexico

Aurelia M. Sandoval, State Budget Division, DFA, Room 190, Bataan Memorial Building, Santa Fe, New Mexico 87503, Telephone (505) 827-3640, Fax (505) 827-3006

New York

New York State Clearinghouse, Division of the Budget, State Capitol, Albany, New York 12224, Telephone (518) 474-1605

North Carolina

Mrs. Chrys Baggett, Director, Intergovernmental Relations, N.C.

Department of Administration, 116 W. Jones Street, Raleigh, North Carolina 27611, Telephone (919) 733-0499

North Dakota

William Robinson, State Single Point of Contact, Office of Intergovernmental Affairs, Office of Management and Budget, 14th Floor, State Capitol, Bismarck, North Dakota 58505, Telephone (701) 224-2094

Ohio

Larry Weaver, State Single Point of Contact, State/Federal Funds Coordinator, State Clearinghouse, Office of Budget and Management, 30 East Broad Street, 34th Floor, Columbus, Ohio 43266-0411, Telephone (614) 466-0698

Oklahoma

Don Strain, State Single Point of Contact, Oklahoma Department of Commerce, Office of Federal Assistance Management, 6601 Broadway Extension, Oklahoma City, Oklahoma 73116, Telephone (405) 843-9770

Rhode Island

Daniel W. Varin, Associate Director, Statewide Planning Program, Department of Administration, Division of Planning, 265 Melrose Street, Providence, Rhode Island 02907, Telephone (401) 277-2656

Please direct correspondence and questions to: Review Coordinator, Office of Strategic Planning

South Carolina

Danny L. Cromer, State Single Point of Contact, Grant Services, Office of the Governor, 1205 Pendleton Street, Room 477, Columbia, South Carolina 29201, Telephone (803) 734-0493

South Dakota

Susan Comer, State Clearinghouse Coordinator, Office of the Governor, 500 East Capitol, Pierre, South Dakota 57501, Telephone (605) 773-3212

Tennessee

Charles Brown, State Single Point of Contact, State Planning Office, 500 Charlotte Avenue, 309 John Sevier Building, Nashville, Tennessee 37219, Telephone (615) 741-1676

Texas

Tom Adams, Governor's Office of Budget and Planning, P.O. Box 12428, Austin, Texas 78711, Telephone (512) 463-1778

Utah

Utah State Clearinghouse, Office of Planning and Budget, ATTN: Carolyn Wright, Room 116 State Capitol, Salt Lake City, Utah 84114, Telephone (801) 538-1535

Vermont

Bernard D. Johnson, Assistant Director, Office of Policy Research & Coordination, Pavilion Office Building, 109 State Street, Montpelier, Vermont 05602, Telephone (802) 828-3326

Washington

Marilyn Dawson, Washington Intergovernmental Review Process,

Department of Community Development, 9th and Columbia Building, Mail Stop GH-51, Olympia, Washington, 98504-4151, Telephone (206) 753-4978

West Virginia

Fred Cutlip, Director, Community Development Division, Governor's Office of Community and Industrial Development, Building #6, Room 553, Charleston, West Virginia 25305, Telephone (304) 348-4010

Wisconsin

William C. Carey, Federal/State Relations, IGA Relations, 101 South Webster Street, P.O. Box 7864, Milwaukee, Wisconsin 53207, Telephone (608) 266-1741 Please direct correspondence and questions to: William C. Carey, Section Chief, Federal/State Relations Office, Wisconsin Department of Administration, (608) 266-0267

Wyoming

Ann Redman, State Single Point of Contact, Wyoming State Clearinghouse, State Planning Coordinator's Office, Capitol Building, Cheyenne, Wyoming 82002, Telephone (307) 777-7574

Territories**Guam**

Michael J. Reidy, Director, Bureau of Budget and Management Research, Office of the Governor, P.O. Box 2950, Agaña, Guam 96910, Telephone (671) 472-2285

Northern Mariana Islands

State Single Point of Contact, Planning and Budget Office, Office of the Governor, Saipan, CM, Northern Mariana Islands 96950

Puerto Rico

Patria Custodio/Israel Soto Marrero, Chairman/Director, Puerto Rico Planning Board, Minillas Government Center, P.O. Box 41119, San Juan, Puerto Rico 00940-9985, Telephone (809) 727-4444

Virgin Islands

Jose L. George, Director, Office of Management and Budget, No. 32 & 33 Kongens Gade, Charlotte Amalie, V.I. 00802, Telephone (809) 774-0750 For OMB Purposes Only, File originated: 9-2-88, "Contacts"

Certification Regarding Lobbying

Certification for Contracts, Grant Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal

grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form To Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form

To Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Title _____

Organization _____

Date _____

Attachment I

The following DHHS regulations apply to all applicants/grantees under the Discretionary Grants Program:

Title 45 of the *Code of Federal Regulations*:

Part 16—Procedures of the Departmental Grant Appeals Board

Part 74—Administration of Grants (non-governmental)

Part 74—Administration of Grants (state and local governments and Indian Tribal affiliates):

Sections 74.62(a) Non-Federal Audits

74.173 Hospitals

74.174(b) Other Nonprofit Organizations

74.304 Final Decisions in Disputes

74.710 Real Property, Equipment and Supplies

74.715 General Program Income

Part 75—Informal Grant Appeal Procedures

Part 76—Debarment and Suspension from Eligibility for Financial Assistance Subpart F—Drug Free Workplace Requirements

Part 80—Non-discrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services Effectuation of Title VI of the Civil Rights Act of 1964

Part 81—Practice and Procedures for Hearings Under Part 80 of this Title

Part 83—Nondiscrimination on the basis of sex in the admission of individuals to training programs

Part 84—Non-discrimination on the Basis of handicap in Programs

Part 91—Non-discrimination on the Basis of Age in Health and Human Services Programs or Activities Receiving Federal Financial Assistance

Part 92—Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments (Federal Register, March 11, 1988)

Part 93—New Restrictions on Lobbying

Part 100—Intergovernmental Review of Department of Health and Human Services Programs and Activities Checklist for Use in Submitting OCS Grant Applications (Optional)

The application should contain:

1. A completed, signed SF-424, "Application for Federal Assistance". The letter code for the priority area (T&TA) should be in the lower right-hand corner of the page;
2. A completed "Budget Information-Non-Construction" (SF-424A);
3. A signed "Assurances-Non-Construction" (SF-424A);
4. A Project Narrative beginning with a Table of Contents that describes the project in the following order:
 - (a) Need for Assistance
 - (b) Work Program
 - (c) Significant and Beneficial Impact
 - (d) Ability of Applicant to Perform
 - (e) Staffing and Resources
5. Appendices including proof of non-profit status, Single Points of Contact comments (where applicable), resumes;
6. A signed copy of "Certification Regarding Anti-Lobbying Activities";
7. A completed "Disclosures of Lobbying Activities", if appropriate; and
8. A self-addressed mailing label which can be affixed to a postcard to acknowledge receipt of application.

The application should not exceed a total of 30 pages. It should include one original and four identical copies, printed on white 8½ by 11 inch paper, and be presented in a ring binder.

The applicant must be aware that in signing and submitting the application for this award, it is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments D and E.

BILLING CODE 4130-01-M

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
(attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
(attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier.

Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation to Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid

by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s), of Congress that were contacted.

15. Check whether or not a SF-LLL-A Contribution Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

[FR Doc. 92-9456 Filed 4-23-92; 8:45 am]

BILLING CODE 4130-01-M

Final Report

Friday
April 24, 1992

Part V

Environmental Protection Agency

Department of Transportation

Coast Guard

Designation of Areas and Area
Committees Under the Oil Pollution Act
of 1990; Notices

**ENVIRONMENTAL PROTECTION
AGENCY**

[SWH-FRL-4041-1]

**Designation of Areas and Area
Committees Under the Oil Pollution
Act of 1990****AGENCY:** U.S. Environmental Protection
Agency (EPA).**ACTION:** Notice.

SUMMARY: The purpose of this notice is to designate Areas for planning purposes and to appoint qualified Federal, State, and local agency personnel as Area Committees to prepare Area Contingency Plans pursuant to section 311(j)(4) of the Clean Water Act (CWA), as amended by the Oil Pollution Act of 1990 (OPA). The OPA, signed into law on August 18, 1990, amends existing provisions of the CWA and creates major new authorities addressing oil spill prevention and response.

DATES: Comments must be received on or before May 26, 1992.

ADDRESSES: Comments should be submitted in triplicate to: Chemical Emergency Preparedness and Prevention Office, Superfund Docket Clerk, Docket Number OPA/AC, room 2427, U.S. Environmental Protection Agency, 401 M Street, SW., Washington, DC 20460.

FOR FURTHER INFORMATION CONTACT: Ms. Sarah Bauer, Chemical Emergency Preparedness and Prevention Office (OS-120), U.S. Environmental Protection Agency, 401 M Street, SW., Washington, DC 20460. (202) 260-8247.

AUTHORITY: Section 311(j)(4) of the Clean Water Act, 33 U.S.C. 1321(j)(4), as amended by the Oil Pollution Act of 1990 section 4202(b), Public Law 101-380.

BACKGROUND: Under CWA section 311(j)(4)(B), Area Contingency Plans must be developed by Area Committees, under the direction of the Federal On-Scene Coordinator (OSC) for their Area. Under section 311(j)(4)(D), these plans are reviewed and approved by the President.

Pursuant to OPA section 4202(b)(1)(A), the President designates areas for which Area Contingency Plans are established. Through section 1(b) of Executive Order 12777 (56 FR 54757; October 22, 1991), the President delegated to the Administrator of the U.S. Environmental Protection Agency (EPA), responsibility for designating the Areas and appointing the Committees for the "Inland Zone," as defined by the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR 300.5). The U.S. Coast Guard has responsibility for designating Areas and appointing Committees for the Coastal Zone as defined by the NCP.

EPA is currently developing a proposed rulemaking to revise the NCP as required by section CWA section 311(d), as amended. EPA anticipates that in that proposal, the Agency will address the relationship between Area Contingency Plans and the OSC Contingency Plans currently provided for in § 300.210(c)(1) of the NCP.

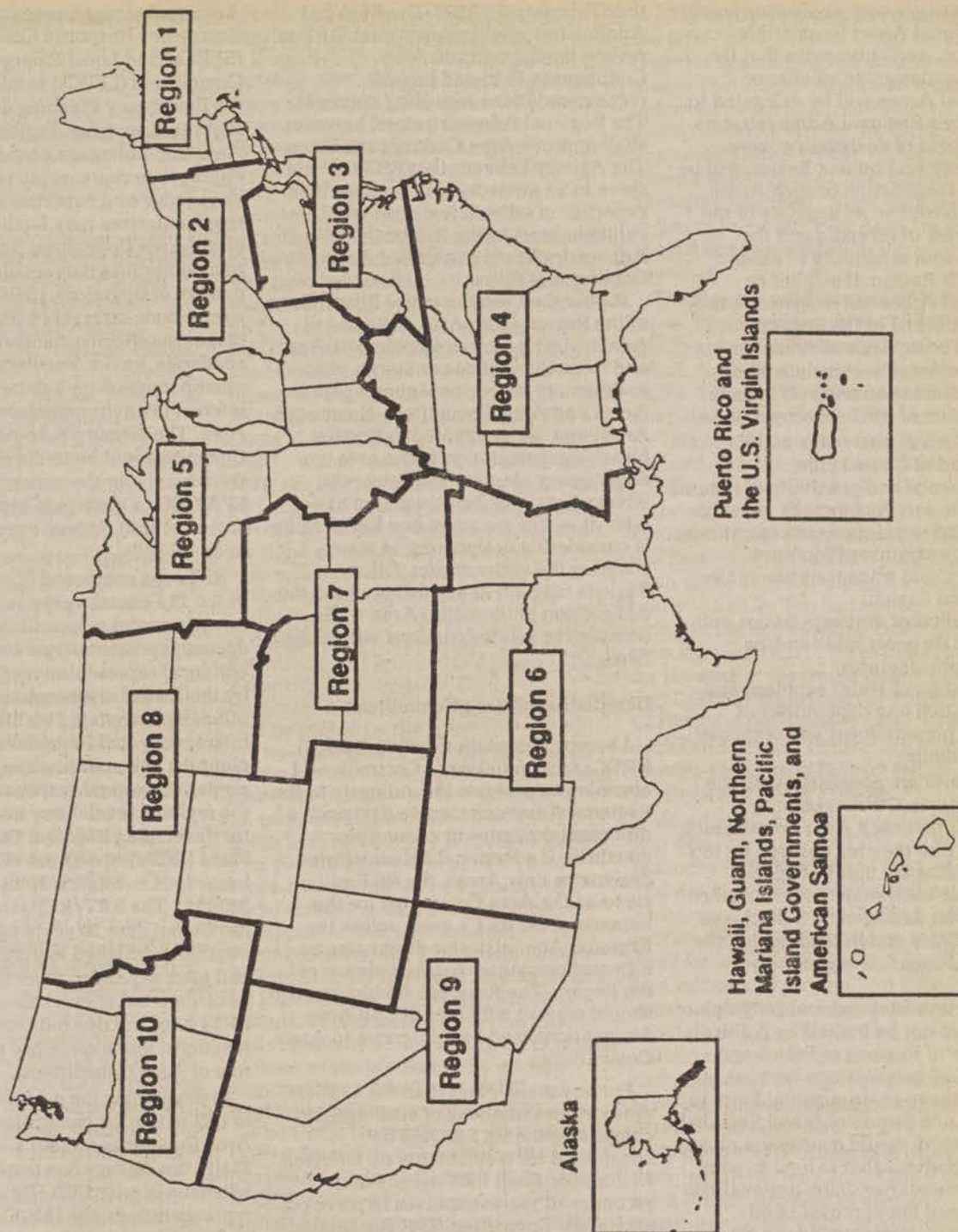
**SUPPLEMENTARY INFORMATION:
Designation of Areas**

EPA is publishing today's notice to meet the requirement to designate Areas under OPA section 4202(b)(1)(A). Under the existing response and planning framework under the NCP, the territory of the United States is covered by 13 Regional Response Teams (RRTs) and Regional Contingency Plans (RCPs). The zones of the 13 RRTs follow the 10 standard Federal regions except for the following 3 subregional areas that have their own RRT: (1) Puerto Rico and the U.S. Virgin Islands; (2) Alaska; and (3) Hawaii, Guam, Northern Mariana Islands, Pacific Island Governments, and American Samoa (see Figure 1). The inland areas of the 13 RRTs will serve as the designated Areas for the Inland Zone. The U.S. Coast Guard will be issuing a notice to designate Areas for the Coastal Zone. These Coastal Zone Areas will be based on the 48 U.S. Coast Guard Captains of the Port (COTP) areas. The areas covered by COTPs are smaller than the RRT areas and include major river systems associated with the ports.

OPA section 4202(b)(1)(A) also requires that in designating areas, "the President shall ensure that all navigable waters, adjoining shorelines, and waters of the exclusive economic zone are subject to an Area Contingency Plan." EPA believes that its approach for designating Areas for the Inland Zone will most effectively allow the Agency to meet the statutory requirement that all navigable waters and adjoining shorelines be subject to a Plan by initially building upon the basic existing oil spill planning and response structure.

BILLING CODE 6560-50-M

Figure 1
13 REGIONAL RESPONSE TEAM AREAS



The Agency is now evaluating smaller or subregional Areas for possible designation, and anticipates that the authority to designate smaller or subregional Areas will be delegated to the Agency's Regional Administrators. In the process of designating these Areas, every section in a Region will be screened. Designation of such Areas would be based on an analysis of the potential risk of oil spills and the environmental sensitivity of areas within each Region. If smaller or subregional Areas are designated, they will be published in the **Federal Register**. The analysis of these geographic Areas will include site-specific information and will include consideration of the following criteria:

- The pattern of past spills and the likelihood of future spills;
- The presence and proximity of natural resources, environmentally sensitive areas, and population concentrations;
- The concentration of facilities, pipelines, and transportation routes within the Region;
- The location of drainage basins and appropriate geographic and/or topographic features;
- The location of water supplies; and
- The location and capabilities of existing preparedness and response organizations

These criteria are consistent with the requirements in CWA section 311(j)(4)(C) that each Area Contingency Plan "describe the area covered by the plan, including the areas of special economic or environmental importance that might be damaged by a discharge" and with EPA's understanding that the relevant information is generally available.

Boundaries of subregional geographic areas would not be limited by political boundaries of Regions or States and their political subdivisions because oil spills can cause environmental harm in more than one Region or State. Regional Administrators would coordinate on any Area designations that extend beyond Regional boundaries. Such designations would require the approval of all Regional Administrators whose Regions are affected.

RRTs should be involved in both the designation process and plan development process to facilitate long-term coordination between the RRTs and the Area Committees. Likewise, each Area Committee shall consult with the appropriate RRT and address its concerns in developing Area Contingency Plans.

As provided in OPA section 4202(b)(1)(B), Area Contingency Plans were to be submitted to EPA no later

than February 18, 1992. The Regional Administrator will request each RRT to review the appropriate Area Contingency Plan and provide recommendations regarding approval. The Regional Administrators, however, shall approve Area Contingency Plans. The Agency believes that RRTs should serve in an advisory role because their expertise in oil spill response will be a valuable asset to the Regional Administrators in evaluating Area Contingency Plans.

Rather than use the entire Inland Zone of the Region as an Area, a Regional Administrator may designate new Areas and Area Committees or start a process to designate subregional geographic Areas and Area Committees. Some such Areas may be designated during the initial implementation of the area contingency planning requirements, while others may be designated at a later date. For example, one EPA Region is considering designating 14 areas covering the entire region. Other Regions may act in accordance with the designation of the initial Area while considering subdesignations within that Area.

Designation of Area Committees

I hereby designate the 13 individual RRTs as the initial Area Committees. I also plan to delegate the authority to the Regional Administrators to designate a different committee or committee members. If a Regional Administrator designates new Areas, the RRT will serve as the Area Committee for the balance of the RRT's area, unless the Regional Administrator designates a different committee for the balance of the Region. The Regional Administrator should consult with the RRT on Area designations, and appointments to Area Committees.

For any areas other than the 13 RRT areas, representatives of each agency comprising the RRT should be considered for membership on the Area Committee. Each RRT agency may recommend representatives to serve on such Area Committee. EPA Regional Administrators would appoint qualified individuals to Area Committees for subregional Areas designated. To facilitate coordination between the two organizations, the Regional Administrator may designate RRT representatives for membership on Area Committees, especially for Federal and State representation.

In addition to any RRT agency representatives, there will be appropriate representatives from each State and from local government in the

Area, including representatives of State Emergency Response Commissions (SERCs) and Local Emergency Planning Committees (LEPCs) established under the Emergency Planning and Community Right-to-Know Act. Furthermore, the Area Committee may consult with other appropriate representatives where the knowledge and expertise of these representatives may facilitate the work of the Area Committee. These other representatives may include facility owners or operators, cleanup contractors, emergency planning and response officials, members of academia, environmental groups, and other persons with a demonstrated interest in environmental matters in the Area. The primary purpose of an Area Committee will be to develop a plan for the Area under the supervision of the EPA OSC to anticipate and avoid potential spill response problems prior to an oil spill.

RRTs are composed of representatives of the 14 Federal agencies having broad environmental responsibilities, State agency representatives, Indian tribes, and local representatives (as arranged by the States' representatives). RRTs are officially designated by the NCP for interagency and intergovernmental planning and coordination of preparedness and response actions at the regional level. They are responsible for developing Regional Contingency Plans (RCPs) to address oil and hazardous substance spills (40 CFR 300.115). The RRT/RCP structure was developed over 20 years ago and was originally designed to address oil spills and later expanded to include hazardous substance releases. Hence, RRTs have the desired composition, functions, and experience to fulfill the role of Area Committees.

In developing the guidance provided in this notice for designating Areas and Area Committees under CWA section 311(j), the Agency has consulted extensively with EPA Regional representatives, the U.S. Coast Guard, and other interested agencies. EPA is interested in obtaining public comment on this notice to ensure that it best fulfills statutory objectives and requirements, and to facilitate the public's understanding of how Area Committees will function.

Dated: April 14, 1992.

William K. Reilly,
Administrator.

[FR Doc. 92-9223 Filed 4-23-92; 8:45 am]

BILLING CODE 6560-50-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

[CGD 91-010]

Oil Pollution Act of 1990; Designating Areas For Area Committees

AGENCY: Coast Guard, DOT.

ACTION: Notice.

SUMMARY: The Coast Guard is providing notice of designated areas for which Area Committees are required to conduct local oil spill contingency planning under the Oil Pollution Act of 1990. Other areas will be designated by the Environmental Protection Agency in a separate notice. This division of responsibility reflects the working arrangements between the two agencies under existing national and regional oil spill contingency planning. This notice will permit planning to begin.

FOR FURTHER INFORMATION CONTACT: Pamela M. Pelcovits, Project Manager, Oil Pollution Act Staff, Department of Transportation, U.S. Coast Guard, 2100 Second St., SW., Washington, DC 20593-0001, (202) 267-6403.

SUPPLEMENTARY INFORMATION: The Oil Pollution Act of 1990 (Pub. L. 101-380) (OPA 90) was enacted to reduce oil spills and to improve the nation's preparedness and ability to respond to them. OPA 90 creates a comprehensive prevention, response, liability, and compensation regime for dealing with vessel and facility-generated oil pollution.

Subtitle (b) of title IV of OPA 90 amends section 311 of the Federal Water Pollution Control Act (33 U.S.C. 1321) (FWPCA) and contains certain stand alone provisions requiring enhanced response systems to clean up oil spills. In particular, section 4202(a) of OPA 90 amends section 311(j) of the FWPCA, to define the role of Area Committees in the contingency planning process and production of Area Contingency Plans (ACPs). Each ACP must include worst case scenarios and lists of equipment and personnel that are available for the removal of worst case spills. In case of an oil spill, an ACP would be implemented in conjunction with the amended National Contingency Plan (NCP), to be developed under section 311(d) of the FWPCA, as amended by section 4201 of OPA 90.

Section 4202(b)(1) of OPA 90 directs the President to designate the areas for which Area Committees (whose members are to be appointed by the President) are to prepare ACPs under amended section 311(j)(4) of the FWPCA. Each Area Committee is to

submit an ACP to the President by February 18, 1992, for approval.

Executive Order (EO) 12777 of 22 October 1991, delegates the President's many responsibilities under OPA 90 to appropriate executive agencies. Pursuant to this EO, the authority of the President to designate areas for the "coastal zone" is delegated to the Secretary of Transportation. The Secretary has redelegated this authority to the Commandant, U.S. Coast Guard. The term "coastal zone," is defined in the current NCP (40 CFR 300.5), to mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The Coast Guard's Notice of Intent (56 FR 33481), which was published on 22 July 1991, considered coastal zone areas to be published in a later notice, so that advanced planning could be initiated to meet the mandated deadlines.

In addition, under the EO, the authority to designate areas for the "inland zone," also defined in the NCP, is delegated to the Administrator of the Environmental Protection Agency (EPA). Accordingly, a separate notice to designate areas for the "inland zone" will be issued by the EPA.

The existing NCP divides the United States, its territories, and its possessions including portions of the high seas, into 13 areas of responsibility. Each of the 13 areas of responsibility is divided further into coastal and inland zones. These areas correspond to the 10 standard Federal regions with the exception of the separate areas established for (1) Puerto Rico and the U.S. Virgin Islands of Region II; (2) Alaska of Region X; and (3) Hawaii, Guam, Northern Mariana Islands, Pacific Island Governments, and American Samoa of Region IX. Each of these areas is covered by its own Regional Response Team (RRT) and Regional Contingency Plan (RCP).

The Coast Guard further divides the United States, its territories, and its possessions into 47 Captain of the Port (COTP) zones which cover all of the United States, including portions of the high seas. Each COTP zone is described in the Coast Guard regulations at 33 CFR part 3. Within their respective zones, COTPs and their representatives enforce port safety, security, and marine environmental protection regulations. Each Coast Guard COTP is also the pre-designated Federal On-Scene Coordinator (OSC) under the NCP for the coastal portion of a COTP zone.

In the Coast Guard's Notice of Intent (56 FR 33481), published on 22 July 1991, it was indicated that the coastal zone areas would be called "Port Areas" due

to a different, and specific meaning of the term "area" for the Coast Guard. In reevaluating naming the coastal zone areas "Port Areas", we found it more important to maintain consistency and avoid confusion within the National Response System (NRS), rather than internally within the Coast Guard. Therefore, the term "Area" will be used in lieu of the term "Port Area" in the coastal zone as well as in the inland zone.

The Coast Guard has designated as areas, those portions of the COTP zones which are within the coastal zone, for which Area Committees will prepare ACPs. The specific Area boundaries are not listed in this notice. The boundaries for inland and coastal zones have been defined clearly by the Coast Guard COTPs and the EPA Regional Administrators through Memoranda-of-Understanding. The precise boundaries are described in the RCPs published for each of the 13 areas of responsibility under the NCP. The boundaries also are found in the current local contingency plan for each COTP. RCPs are available for viewing at the Coast Guard District and COTP Offices listed in Table I. COTP local contingency plans within each Coast Guard District are available for viewing at each District Office and at respective COTP Offices.

When published, the amended NCP will delegate to each COTP as OSC, the authority to further divide an Area, to address significant local requirements or concerns. If an Area is divided, each portion then will constitute a separate Area for which a separate Area Committee will prepare and submit a separate ACP. Some Areas in the coastal zone may be divided during the initial implementation of the contingency planning requirements of OPA 90, while other Areas may be divided at a later date.

By using COTP zones as a basis for defining Areas, the Coast Guard will meet the requirement of section 4202(b)(1) (of OPA 90), to ensure that all navigable waters, adjoining shorelines, and waters of the EEZ, within the coastal zone, are subject to an ACP.

The Coast Guard encourages representatives of State and local government agencies and interested members of the public to contact the Port Operations Department at COTP Offices for further information concerning OPA 90, including coastal zone Area boundaries. The addresses and telephone numbers for COTP Offices are listed in Table I.

Dated: March 11, 1992.

A.E. Henn,

Rear Admiral, U.S. Coast Guard, Chief, Office of Marine Safety, Security and Environmental Protection.

Table I.—U.S. Coast Guard District and Captain of the Port Offices

- First Coast Guard District, Commander, Coast Guard Bldg., 408 Atlantic Ave., Boston, MA 02210-2209, 617/223-8441
- Commanding Officer, Marine Safety Office Portland, 76 Pearl St., Portland, ME 04112-0196, 207/780-3251
- Commanding Officer, Marine Safety Office Providence, John O'Pastore Federal Building, Providence, RI 02903-1790, 401/528-5335.
- Captain of the Port, Long Island Sound, c/o USCG Group, 120 Woodward Ave., New Haven, CT 06512-3698, 203/468-4464
- Commanding Officer, Marine Safety Office Boston, 455 Commercial Street, Boston, MA 02109-1045, 617/223-3025
- Captain of the Port, New York, c/o USCG Group, Governors Island, New York, NY 10004-5000, 212/668-7917
- Second Coast Guard District, Commander, 1430 Olive Street, St. Louis, MO 63103-2398, 314/539-2655
- Commanding Officer, Marine Safety Office St. Louis, Suite 1.215, 1222 Spruce St., St. Louis, MO 63103-2835, 314/539-3091
- Commanding Officer, Marine Safety Office Huntington, 1415 6th Ave., Huntington, WV 25701-2420, 304/529-5524
- Commanding Officer, Marine Safety Office Louisville, Room 360, 600 Martin Luther King Jr. Place, Louisville, KY 40202-2230, 502/582-5194
- Commanding Officer, Marine Safety Office Paducah, P.O. Box 7509, 200 Katterjohn Bldg., 1501 Broadway, Paducah, KY 42002-7509, 502/442-1621
- Commanding Officer, Marine Safety Office Memphis, Suite 1301, 200 Jefferson Ave., Memphis, TN 38103-2300, 901/544-3941
- Commanding Officer, Marine Safety Office Pittsburgh, Suite 700, Kossman Bldg., Forbes Ave. & Stanwick St., Pittsburgh, PA 15222-1371, 412/644-5808
- Fifth Coast Guard District, Commander, Federal Bldg., 431 Crawford St., Portsmouth, VA 23704-5004, 804/398-6638
- Commanding Officer, Marine Safety Office Baltimore, Customhouse, 40 S. Gay St., Baltimore, MD 21202-4022, 301/962-5121
- Commanding Officer, Marine Safety Office, Philadelphia, 1 Washington Ave., Philadelphia, PA 19147-4395, 215/271-4803
- Commanding Officer, Marine Safety Office Hampton Roads, Norfolk Federal Bldg., 200 Granby St., Norfolk, VA 23510-1888, 804/441-3302
- Commanding Officer, Marine Safety Office Wilmington, Suite 500, 272 N. Front St., Wilmington, NC 28401-3907, 919/343-4882
- Seventh Coast Guard District, Commander, Brickell Plaza Bldg., 909 S.E. 1st Ave., Miami, FL 33131-3050, 305/536-5651
- Commanding Officer, Marine Safety Office Miami, 155 S. Miami Ave., Miami, FL 33130-1809, 305/536-5691
- Commanding Officer, Marine Safety Office Jacksonville, Room 213, 2831 Talleyrand Ave., Jacksonville, FL 32206-3497, 904/791-2640
- Commanding Officer, Marine Safety Office Tampa, 155 Columbia Dr., Tampa, FL 33606-3598, 813/228-2194
- Commanding Officer, Marine Safety Office Charleston, 196 Tradd St., Charleston, SC 29401-1899, 803/724-8689
- Commanding Officer, Marine Safety Office Savannah, P.O. Box 8191, Savannah, GA 31412-8191, 912/944-4371
- Commanding Officer, Marine Safety Office San Juan, P.O. Box S-3666, Old San Juan, PR, 00902-3666, 809/944-2697
- Eighth Coast Guard District, Commander, Hale Boggs Federal Bldg., rm. 1331, 501 Magazine St., New Orleans, LA 70130-3396, 504/589-6901
- Commanding Officer, Marine Safety Office New Orleans, Tidewater Bldg., 1440 Canal Street, New Orleans, LA 70112-2711, 504/589-4256
- Commanding Officer, Marine Safety Office Corpus Christi, P.O. Box 1621, Corpus Christi, TX 78403-1621, 512/888-3162
- Commanding Officer, Marine Safety Office Houston, P.O. Box 446, Galena Park, TX 77547-0446, 713/671-5122
- Commanding Officer, Marine Safety Office Port Arthur, Federal Bldg., 2875 75th St. & Hwy 69, Port Arthur, TX 77640-2099, 409/723-6506
- Commanding Officer, Marine Safety Office Morgan City, rm. 232, 800 David Dr., Morgan City, LA 70380-1304, 504/384-2406
- Commanding Officer, Marine Safety Office Galveston, Post Office Bldg. rm. 313, 601 Rosenberg, Galveston, TX 77550-1705, 409/766-3678
- Commanding Officer, Marine Safety Office Mobile, P.O. Box 2924, Mobile AL 36652-2924, 205/690-2286
- Ninth Coast Guard District, Commander, 1240 E. 9th Street, Cleveland, OH 44199-2060, 216/552-3994
- Commanding Officer, Marine Safety Office Buffalo, Rm. 1111, Federal Bldg., 111 West Huron St., Buffalo, NY 14202-2395, 716/846-4168
- Commanding Officer, Marine Safety Office Cleveland, 1055 East 9th St., Cleveland, OH 44114-1092, 216/522-4405
- Commanding Officer, Marine Safety Office Duluth, Canal Park, Duluth, MI 55802-2352, 218/720-5286
- Commanding Officer, Marine Safety Office Milwaukee, 2420 S. Lincoln Memorial Dr., Milwaukee, WI 53207-1997, 414/747-7159
- Commanding Officer, Marine Safety Office Toledo, Rm. 501, Federal Bldg., 234 Summit St., Toledo, OH 43604-1590, 419/259-6372
- Commanding Officer, Marine Safety Office Chicago, 610 S. Canal St., Chicago, IL 60607-4573, 312/353-3627
- Commanding Officer, Marine Safety Office Detroit, Ft. of Mt. Elliot Ave., Detroit, MI 48207-4380, 313/568-9498
- Captain of the Port, Grand Haven, c/o USCG Group, 650 Harbor Ave., Grand Haven, MI 49417, 616/847-4504
- Captain of the Port, Sault Ste. Marie, c/o USCG Group, Sault Ste. Marie, MI, 49783-9501, 906/372-3210
- Eleventh Coast Guard District, Commander, 400 Oceangate, Long Beach, CA 90822-5399, 213/499-5330
- Commanding Officer, Marine Safety Office Long Beach, Los Angeles/Long Beach, 165 N. Pico Ave., Long Beach, CA 90802-1096, 213/499-5573
- Commanding Officer, Marine Safety Office San Francisco, Bldg. 14 Coast Guard Island, Alameda, CA 94501-5100, 415/437-3082
- Commanding Officer, Marine Safety Office, San Diego, 2710 N. Harbor Dr., San Diego, CA 92101-1064, 619/557-5877
- Thirteenth Coast Guard District, Commander, Jackson Federal Bldg., 915 Second Ave., Seattle, WA 98174-1067, 206/442-5233
- Commanding Officer, Marine Safety Office Portland, 6767 N. Basin Avenue, Portland, OR 97217-3929, 503/240-0317
- Commanding Officer, Marine Safety Office Puget Sound, Bldg. 1/Pier 36, 1519 Alaskan Way S., Seattle, WA 98134-1192, 206/286-5530
- Fourteenth Coast Guard District, Commander, 9th Floor, room 9153, Prince Kalaniana'ole Federal Bldg., 300 Ala Moana Blvd., Honolulu, HI 96850-4982, 808/541-2114
- Commanding Officer, Marine Safety Office Honolulu, Rm. 1, 433 Ala Moana Blvd., Honolulu, HI 96813-4909, 808/541-2068
- Commanding Officer, Marine Safety Office Guam, Box 176, FPO San Francisco, CA, 96630/5000, 671/477-3340
- Seventeenth Coast Guard, Commander, P.O. Box 3-5000, Juneau, AK 99802-1217, 907/463-2210
- Commanding Officer, Marine Safety Office Juneau, Suite 2A, 2760 Sherwood Ln. Juneau, AK 99801-8545, 907/586-7288
- Commanding Officer, Marine Safety Office Valdez, P.O. Box 486, Valdez, AK 99686-0486, 907/835-4791
- Commanding Officer, Marine Safety Office Anchorage, Federal Bldg. & U.S. Courthouse Box 17, 701 C St., Anchorage, AK 99513-0065, 907/271-5137

[FR Doc. 92-9272 Filed 4-23-92; 8:45 am]

BILLING CODE 4910-14-M